

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 167

Alexandria, VA

1 November 2000

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 November 2000 unless otherwise indicated.

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This change includes all material written in MAP Items 03-00; 16-00; 22-00 through 24-00; 55-00(E); 56-00(E) and 59-00(E). Insert the attached pages and remove the corresponding pages. Remove page J-7. This cover page replaces the Change 166 cover page.

BRIEF OF REVISION

These are the major changes made by Change 167:

U2020-A2; U3300-C; U5155-B. Changes the source of nautical miles for privately owned airplane distance to charts issued by FAA rather than NOAA.

U3415; Appendices E and L. Updates the Military Traffic Management Command's information

U4125. Revises the title of subitem U4124-A3d(2).

U5243. Rewrite of this paragraph concerning DoDEA schools and regulations for dependent student transportation.

U5410. Requires authorization through the Secretarial Process to ship a POV to an OCONUS location that is justified under unusual conditions as specified in JFTR, par. U5222-D2c.

U5830. Authorizes members who retire or separate from active duty to continue non-temporary storage of a POV at Government expense for a limited period of time if authorized/approved through the Secretarial Process.

U6006; U6055. Aligns the daily local transportation allowance for both uniformed members and civilians by authorizing uniformed members the same daily transportation allowance rate as civilians while they are in an evacuation status.



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U7150. Provides that dual status military technicians may be authorized per diem while on leave from employment as civilian technicians and serving on active duty without pay outside the United States.

U7205-B. Allows a member with no PDS named, entitlement to emergency leave travel. Expands emergency leave entitlement to a member at initial training in CONUS, without a PDS named, with, for example, an emergency at home of record in Guam.

Appendices A and L. Adds the Defense Contract Management Agency (DCMA) to the list of Department of Defense Components. It also updates Appendix L, Actual Expense Allowance Channels of Submission, with DCMA's address.

Appendix O. Clarifies as to when the prohibition on per diem payment during field duty, sea duty, or essential unit messing (EUM) begins and ends.

JOINT FEDERAL TRAVEL REGULATIONS

VOLUME 1

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CHAPTER 2

ADMINISTRATION AND GENERAL PROCEDURES

PART A: TRAVEL POLICY

U2000 GENERAL

Each Service shall:

1. authorize only travel necessary to accomplish the mission of the Government effectively and economically, and
2. establish internal controls to ensure that only travel essential to the needs of the Government is authorized.

U2010 MEMBER'S RESPONSIBILITY

A. Obligation to Exercise Prudence

1. The member must exercise the same care and regard for expenses as a prudent person traveling at personal expense.
2. The member must maintain records to validate expenses of \$75 or more and all lodging costs.
3. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the member's financial responsibility.

B. Promotional Material

1. General. Promotional material received by a member traveling on official business at Government expense must be relinquished in accordance with Service regulations (B-199656, July 15, 1981; 63 Comp. Gen. 229 (1984)).
2. Items Received Through Mixed Official and Personal Travel. Promotional items received by the member as a result of travel paid by Government and personal funds are the property of the Government (63 Comp. Gen. 229 (1984) and 63 i.d. 233 (1984)). The member does not forfeit the right to use personal credits for personal travel if the member keeps adequate records that clearly separate credits earned from personal travel from those earned on official travel (B-257525, November 30, 1994).
3. Voluntary Relinquishing of Seat. A member may keep payments from a carrier for voluntarily vacating a seat. However, no additional per diem may be paid as a result of the delay in the member's travel.
4. Involuntary Relinquishing of Seat. If a member is involuntarily denied boarding on flight, compensation for the denied seat belongs to the Government (59 Comp. Gen. 203 (1980)).
5. Use of Frequent Traveler Program Credits for Accommodation Upgrades. Overall Government travel costs should be reduced by using benefits earned through frequent traveler programs to obtain free airline tickets, rooms, and rental vehicles. Frequent traveler program credits earned on official travel may not be used for personal travel. The member may elect to use earned frequent traveler program credits for upgrades to premium-class other than first-class accommodations while on official Government travel as permitted by Service regulations.

C. Lost or Delayed Accompanied Baggage. A member may keep payments from a commercial carrier as compensation for accompanied baggage that has been either lost or delayed by the carrier.

U2015 USE OF GOVERNMENT TRAVEL CHARGE CARDS

It is the general policy of DoD that the Government-sponsored, contractor-issued travel card be used by DoD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified," (OSD (C) memo of 28 March 1995, subject: Travel/Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card).

DoD Uniformed Services: The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures."

Non-DoD Uniformed Services: The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in Service regulations.

U2020 DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD)**A. General.** The DTOD:

1. is the standard source for worldwide distance information,
- ★ 2. replaces all other sources used for computing distance (except for airplanes see pars. U3300-C1b and U5155-B),
3. uses city to city distance (not zip code to zip code),

NOTE: All DoD installations (CONUS and OCONUS) are listed in the DTOD. If an installation cannot be located, the DTOD PMO should be informed of the missing location. All missing installations will be added to the DTOD system. All feedback should be directed through the DTOD website at <http://www.dtod-mtmc.belvoir.army.mil>.

4. provides distances to tenths of a mile which must be rounded to the nearest mile for each leg of a journey,
5. does not apply to travel distance:
 - a. in and around the PDS or TDY sites,
 - b. between home/office and transportation terminal,
 - c. for local moves, within the same city, or
 - d. round trip travel between home and active duty tour site for Reserve members performing active duty when the member commutes under the provisions of par. U7150-A1b.

which is determined by odometer readings, and

6. website is found at <http://www.dtod-mtmc.belvoir.army.mil>.

B. TDY and PCS Travel

The DTOD (practical distance) is the only official source for TDY and PCS travel distance (except for airplanes).

C. Personally-Performed Moves

The DTOD (shortest distance) is the only official source for distances for personally-performed moves.

PART D: TRAVEL BY PRIVATELY OWNED CONVEYANCE**U3300 RULES ON POC USE ON TDY**

A. Policy. Service policy is to authorize/approve (as distinguished from permit) POC travel if acceptable to the member and advantageous to the Government, based on the facts in each case.

B. Authorization/Approval. The order-issuing official should authorize/approve POC travel only if it's advantageous to the Government when compared to travel by Government conveyance or commercial carrier, and not solely for member convenience. POC use may be advantageous to the Government when, for example:

1. its use is more efficient, or economical, or results in a more expeditiously accomplished mission;
2. there is no practicable commercial transportation; or
3. common carrier use would be so time-consuming that it would delay the mission.

POC use shall not be directed.

C. Official Distances

★ 1. Official Distance Determination

a. Privately Owned Conveyance (Except Airplane). The DTOD is the official source for travel distance and must be used for all non-local travel (except for airplanes). Travel in and around the PDS, TDY sites, and between home/office and transportation terminal is determined by odometer readings. See par. U2020 for DTOD requirements.

b. Privately Owned Airplane. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration. If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained. If distance cannot be determined by aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

2. Official Distances Use. Official distances shall be used in determining the distance between any two of the following locations:

- a. PDS,
- b. TDY station,
- c. POE,
- d. POD,
- e. last duty station,
- f. HOR,
- g. HOS,
- h. PLEAD,
- i. designated place,

- j. vehicle processing point (origin & destination), and
- k. a COT leave location.

D. PCS Travel by POC. See Chapter 5, Parts B and C.

U3305 POC USE ON TDY (ADVANTAGEOUS TO THE GOVERNMENT)

A. Mileage Plus Per Diem or AEA. Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is authorized for POC travel over the most direct route between the stations involved. The member also is authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or C, for the allowable travel time as computed under par. U5160-B. See par. U3335 for non-reimbursable expenses when a member is paid mileage.

1. Member Responsible for Paying POC Operating Expenses. The member responsible for paying the POC operating expenses (i.e., the cost or portion of cost directly associated with POC use for official travel) is entitled to mileage for the official distance of the ordered travel at a rate per mile for the type of conveyance used. See Appendix A for applicable mileage rates.

2. Passengers Not Responsible for Paying POC Operating Expenses. A passenger in a POC, not responsible for paying the POC operating expenses, is not entitled to mileage. The passenger is entitled to per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or C, for the allowable travel time computed under par. U5160-B.

B. Reimbursement for Actual Transportation Costs. A member usually must be paid mileage as prescribed in subpar. A. However, actual transportation costs may be authorized/approved by the order-issuing official when advantageous under the provisions of par. U3300-B. When actual transportation cost reimbursement is authorized, the order should reference this subparagraph. Reimbursement of actual expenses shall be limited to the following for the POC type used:

- 1. privately-owned automobile or motorcycle: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls; winter plug-ins; and trip insurance for travel in foreign countries (see par. U4520);
- 2. privately-owned aircraft: fuel, oil, parking fees, tie-down fees and hangar fees;
- 3. privately-owned boat or vessel: fuel, oil, and docking fees.

Expenses incurred for hire or subsistence of operators or periodic maintenance, regardless of cause, shall not be reimbursed.

(NOTE: Charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 U.S.C. §240-243)).

C. Privately-Owned Aircraft Other Than Airplane. When a privately owned aircraft other than an airplane (e.g., helicopter) is used, the actual cost of operation rather than mileage is paid. The following expenses may be reimbursed: fuel; oil; and aircraft parking, landing, and tie-down fees. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

D. Mixed Mode Transportation. If a member travels partly by POC and partly by common carrier at personal expense for a leg of a journey, the member is entitled to the appropriate mileage plus per diem from subpar. A, for the distance traveled by POC, plus the cost of transportation purchased with personal funds and per diem under Chapter 4, Part B, for actual travel. The total amount may not exceed mileage plus per diem from subpar. A (based on the rate for the POC used for a portion of the travel) for the official distance of the ordered travel. The

authorizing/order-issuing official may authorize/approve actual travel cost (mileage plus per diem from subpar. A for the distance traveled by POC, plus the cost of transportation purchased from personal funds and per diem under Chapter 4, Part B) of the ordered travel when justified in unusual circumstances.

U3310 POC USE ON TDY (NOT ADVANTAGEOUS TO THE GOVERNMENT)

A. Mileage Plus Per Diem

1. Member Responsible for Paying POC Operating Expenses. If orders direct use of a specific transportation mode, see subpar. B. The member responsible for paying the operating expenses (i.e., the cost or portion of cost directly associated with POC use for official travel) is entitled to the lesser of:

- a. mileage and reimbursable expenses as prescribed in par. U3305-A1 for the official distance of the ordered travel plus per diem as prescribed in Chapter 4, Part B, for the actual travel time or the travel time computed under par. U5160-B, whichever is less; or
- b. what it would have cost the Government had Government-procured transportation been used between the ordered points, plus per diem under Chapter 4, Part B, for the constructive travel time (including necessary delays) on the Government-procured transportation.

Constructive travel time is based on the carrier's required check-in time plus travel time from home, office, or the place travel actually begins, and the carrier's scheduled arrival time at the terminal plus travel time to home, office, or the place travel actually ends. The constructive common carrier cost should be placed in the member's orders before the member departs the PDS.

2. Passengers Not Responsible for Paying POC Operating Expenses. If orders direct use of a specific transportation mode, see subpar. B. A passenger in a POC, not responsible for paying the POC operating expenses, is not entitled to mileage, but is entitled to per diem as prescribed in Chapter 4, Part B, based on whichever of the following results in the lesser amount:

- a. the actual travel time or the travel time computed under par. U5160-B, whichever is less, or
- b. the constructive travel time for travel between the ordered points (including necessary delays) on Government-procured transportation.

Constructive travel time is based on the carrier's required check-in time plus travel time from home, office, or place travel actually begins, and the carrier's scheduled arrival time at the terminal plus travel time to home, office, or place travel actually ends.

B. Orders Direct Specific Transportation Mode Use. When travel orders direct a specific transportation mode use, but the member travels by POC, payment of mileage is prohibited, unless the order-issuing official certifies that the mode directed was not available at the time and place required, and it was necessary for the member to use a POC.

C. Transportation by Mixed Modes. If the member is not authorized to travel by POC as advantageous to the Government and travels partly by POC for personal convenience and partly by common carrier at personal expense, the member is entitled to the appropriate mileage plus per diem under par. U3305-A for the distance traveled by POC, plus the cost of transportation purchased with personal funds and per diem under Chapter 4, Part B, for actual travel. The total amount shall be limited to the cost had Government-procured transportation been used, plus per diem under Chapter 4, Part B, for constructive travel time for the distance of the ordered travel.

U3320 POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS

A. Round-Trip Expenses Incurred for Drop-off or Pick-up at a Transportation Terminal. When a POC is driven round trip to drop-off or pick-up a member at a transportation terminal, the member responsible for paying POC operating expenses shall be paid mileage for the round-trip distance and reimbursed parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

B. Expenses Incurred for Two One-Way Trips To and From a Transportation Terminal. When a POC is used for one-way travel from a residence or duty station to a transportation terminal and then from the terminal to a residence or duty station when the TDY is completed, a member responsible for paying POC operating expenses shall be paid mileage and reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

***NOTE:** Terminal parking fees while TDY may be reimbursed not to exceed the cost of two one-way taxicab fares, including allowable tips. In extenuating circumstances (for example, when a member's short TDY is unexpectedly extended after departure), the order-issuing official may waive this cost limitation.*

C. Member Departs From PDS on TDY. When a POC is driven from a member's residence to the PDS on the day the member departs from the PDS on TDY requiring at least one night's lodging, and from the PDS to the residence on the day the member returns the member who paid the expenses of operating the POC shall be paid mileage, plus parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

D. Two or More Members Travel in Same POC. When a member transports other members to or from the same transportation terminal, mileage is authorized for the additional distance involved. Only one member may be paid mileage for the same trip. A member who pays a parking fee at the terminal may be reimbursed (*the **NOTE** in subpar. B applies*).

U3325 POC USE BETWEEN RESIDENCE AND TDY STATION

When POC use is authorized/approved as advantageous to the Government for travel between the member's residence and a TDY station, instead of having the member report to the PDS and then to the TDY station, the member is entitled to reimbursement for the distance traveled between the residence and the TDY station

U3335 EXPENSES NOT REIMBURSABLE WHEN MILEAGE IS PAYABLE

Members who travel by POC for the entire journey and are paid mileage may not be reimbursed for:

1. fuel, oil, winter plug-ins, and trip insurance for travel in foreign countries; and
2. transportation to or from carrier terminals (par. U3320).

***(NOTE:** Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 U.S.C. §240-243)).*

U3340 POC USE IN AND AROUND PDS OR TDY STATION

For entitlements when a POC is used within or around a PDS and TDY station, see Part F.

PART E: TRAVEL BY TAXICAB, SPECIAL CONVEYANCE, BUS, STREETCAR, SUBWAY OR OTHER PUBLIC CONVEYANCE

U3400 GENERAL

This Part prescribes the allowable reimbursements for commonly incurred expenses associated with public or special conveyances use during TDY or PCS travel. For non-PCS/TDY transportation expenses incurred in and around duty stations, see Part F.

U3405 BASIC RULES

A. Reimbursement for Miscellaneous Expenses. A member may be reimbursed for miscellaneous expenses incurred for travel between two points which are a separate journey when mileage is not payable, even though the member begins or ends in a mileage status during the same calendar day. Members who are paid mileage for the entire journey may not be reimbursed regardless of the transportation mode.

B. Separate Journey. Under this Part, travel between any two of the following locations is a separate journey:

1. PDS,
2. TDY station,
3. POE,
4. POD,
5. last duty station,
6. HOR,
7. HOS,
8. PLEAD,
9. designated place,
10. vehicle processing point (origin & destination),
11. place of residence, and
12. a COT leave location.

U3410 TAXICAB/LIMOUSINE SERVICE USE

A. To/From Transportation Terminals. Reimbursement is authorized for taxi/limousine service fares plus tip as follows:

1. between place of residence, lodging, or place of duty at the PDS or TDY station and transportation terminal;
2. between transportation terminals to change conveyance when free timely transfer is not provided; or
3. from transportation terminal to lodging and return when needed due to en route transportation delays beyond the member's control; and
4. between a transportation terminal and limousine service terminal.

The boundaries of the member's PDS for the purpose of reimbursement for travel to and from a carrier terminal serving that area includes the place within a reasonable distance from which the member commutes daily to and from the place of duty.

B. Between Residence and PDS on Day Travel Performed. Reimbursement is authorized for fares plus tip from the member's residence to the PDS on the day the member departs on TDY requiring at least one night's lodging, and from the PDS to the residence on the day of return from the TDY.

U3415 SPECIAL CONVEYANCE USE

A. General. An order-issuing official may authorize/approve a special conveyance when advantageous to the Government. Travelers' personal preference or minor inconvenience shall not be the basis for authorizing/approving special conveyance use.

- ★ B. Selecting a Rental Vehicle. When selecting commercially rented vehicles, the lowest cost rental service that meets the mission requirements shall be selected. Generally, rental vehicles available under MTMC-negotiated agreements should be selected and arrangements made through the CTO (as defined in Appendix A) or in-house travel office. For policies, instructions, and guidance regarding motor pools and rental of automobiles from commercial rental companies, see Chapter 106, Defense Transportation Regulation (DTR), (DoD 4500.9-R) Part I, Passenger Movement, and regulations of the separate departments.

(NOTE 1: Additional rental vehicle information may be obtained from the Commander, MTMC, ATTN: MTPP-AQ, Hoffman Building II, Room 10N35, 200 Stovall Street, Alexandria, VA 22332-5000, or via the MTMC website at <http://dcsop.mtmc.army.mil/travel/car/default.htm>.

(NOTE 2: Travelers having access to a CTO should work through the CTO to obtain rental vehicles. When a rental vehicle has been arranged through a CTO and the traveler procures a rental vehicle from another source, reimbursement is limited to the cost of the vehicle arranged for by the CTO or the actual cost of the rental vehicle, whichever is less, provided the vehicle arranged for by the CTO was available at the negotiated price.

(NOTE 3: MTMC vehicle rental agreements apply to all DoD components and activities and non-Defense Agencies.)

C. Reimbursement for Special Conveyance Use

1. Expenses Reimbursable. When a rental automobile or other special conveyance is authorized/approved, the rental or hiring charge and operating expenses incurred on official business (if not included in the rental or hiring charge) are reimbursable. When the operating expenses are included in the rental or hiring charge, the receipt should include a list of these expenses. These expenses include:

- a. fuel and oil;
- b. parking;
- c. garage, hangar or boathouse rental;
- d. subsistence of operator;
- e. ferry fares;
- f. bridge, road and tunnel tolls;
- g. liability insurance required by the company furnishing the special conveyance as a rental condition (see subpar. 2, below, for insurance);

- h. optional extra collision hull insurance for rental aircraft; and
- i. traveler access fee (when charged).

2. Insurance on a Rented Automobile

a. Cost of Insurance. The cost of buying collision insurance (e.g., Collision Damage Waiver (CDW) Adjustment, Theft Protection, etc.) is reimbursable only if:

- (1) The insurance is required by the rental agency to provide full coverage insurance but only when renting an automobile outside the United States,* or
- (2) certain classified special operations are involved.

*(*For the purpose of this paragraph the United States includes the 50 states, District of Columbia, Commonwealths of Puerto Rico and the Northern Mariana Islands, and United States territories and possessions).*

b. Cost of Damage to Rented Automobile. A member may be reimbursed for personal funds paid to car rental agencies for damage sustained by a properly rented automobile that is damaged in the performance of official business. Direct payment in the full amount of the loss sustained may be made by the Government to car rental agencies instead of to the member. Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is prohibited.

c. Documentation Supporting Damage Claims. Claims for reimbursement of payments made directly to car rental agencies for the cost of damage to rented should be appropriately documented with, at the minimum, statements and itemized bills from the member and the car rental agency (to ensure that the claim is valid, not yet settled, and in an amount compensable to the actual damages) and an accident report (to establish fault on the part of the party not employed by the Government and to enable the Government to recoup its loss when the negligence of that party can be established without costly investigation (B-162186, May 28, 1971)).

3. Receipts for Special Conveyances. See par. U2500-B.

D. To/From Carrier Terminals. Special conveyance use may be authorized/approved for travel to and from carrier terminals. Special conveyance use to, from, and between carrier terminals, other than local terminals, may be authorized/approved by the order-issuing official when neither public nor Government transportation between the points meets the requirements of the ordered travel.

E. Between Duty Stations. The order-issuing official may authorize/approve travel by special conveyance to, from, or between TDY stations under circumstances not permitting travel by the usual transportation modes, or when special conveyance use is determined to be advantageous to the Government. Reimbursement is authorized for the total expense incurred in the use of the conveyance. For rental vehicle use on a PCS, see par. U5105-A.

F. Special Conveyance Use In and Around PDS or TDY Station. For reimbursement for special conveyance use within and around the PDS and TDY station, see Part F.

G. Limited to Official Purposes. Use of a special conveyance is limited to official purposes, including transportation to and from (65 Comp. Gen. 253 (1986)):

- 1. duty sites,
- 2. lodgings,

3. dining facilities,
4. drugstores,
5. barber shops,
6. places of worship,
7. cleaning establishments, and
8. similar places required for the traveler's subsistence, health or comfort.

U3420 BUS, STREETCAR, AND SUBWAY USE

A. To/From Transportation Terminals. Reimbursement is authorized for bus, streetcar, and subway fares as follows:

1. between place of residence, lodging, or duty at the PDS or TDY station and transportation terminal;
2. between transportation terminals to change conveyance when free/timely transfer is not provided; or
3. from transportation terminal to lodging and return when needed due to en route transportation delays beyond the member's control.

The boundaries of the member's PDS for the purpose of reimbursement for travel to and from a transportation terminal serving that area includes the place within a reasonable distance from which the member commutes daily to and from the duty site.

B. Between Residence and PDS on Day Travel Performed. Reimbursement is authorized for bus, streetcar, and subway fares from the member's residence to the PDS on the day the member departs on TDY requiring at least one night's lodging and from the PDS to the member's residence on the day of return from TDY.

U3425 NOT USED**U3430 COURTESY TRANSPORTATION USE**

Available courtesy transportation services furnished by a hotel, motel, or similar facility should be used to the maximum extent possible.

(NOTE:

a. The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands) are a separately reimbursable travel expense except when MALT PLUS for POC travel is paid.

b. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.)

a. Commercial Lodging. Except as provided for double occupancy in subpar. c, when a member uses commercial lodging facilities (for example, hotels, motels, and boarding houses), the allowable lodging expense is based on the single room rate for the lodging used.

b. Government Quarters. A fee or service charge paid for Government quarters is an allowable lodging expense.

c. Double Occupancy. If a lodging receipt shows a charge for double occupancy, that fact is shown on the voucher with the name and organization or employing agency or office of the person sharing the room if the person is a uniformed member or Government employee on official travel. In this case, the member is allowed one-half of the double occupancy charge. If the person sharing the room is not another uniformed member or Government employee on official travel, identification of the person sharing the room is not required and the member may be allowed the single room rate. The member is required to provide the single room rate.

d. Lodging With Friends or Relatives. If a member stays with friends or relatives while on TDY, no cost for lodging is allowed, whether or not any payment of lodging is made to the friend or relative.

e. Lodging in Other Than Commercial Facilities. When no commercial lodging facilities are present (for example, in remote areas) or when there is a shortage of rooms because of an influx of attendees at special events (for example, world fairs or International Sporting Events), costs of lodging obtained in other than commercial facilities may be allowed. Such facilities may include college dormitories or similar facilities as well as rooms made available to the public by area residents in their homes. In these cases, the traveler must provide an explanation of the circumstances which is acceptable to the order-issuing official or designated representative.

f. Lodging Not Available at TDY Station. The locality per diem rate or the actual expense ceiling for the location where lodging is finally obtained is used for computation when a member performs TDY at a place where neither Government nor commercial quarters are available. ***NOTE: This subparagraph applies only when the per diem rate where lodging is procured is higher than the per diem rate for the TDY location. The higher rate must be authorized/approved by the order-issuing official.***

g. Reimbursement for Costs of Renting or Using an Apartment, House, Mobile Home, Travel Trailer, or Recreational Vehicle While on TDY. A member on TDY who rents a furnished or unfurnished apartment, house, mobile home, travel trailer, or recreational vehicle (for example, a camper, camping vehicle), or who uses a privately owned mobile home, travel trailer, or recreational vehicle for quarters, may be authorized per diem computed under this paragraph. Subpar. d applies for lodging with friends or relatives. Allowable expenses which may be considered as a part of the actual lodging costs are listed below:

- (1) rent of the apartment, house, mobile home, travel trailer or camping vehicle;
- (2) rental charge for a parking space for a mobile home, travel trailer or camping vehicle;

- (3) charges for rent of appropriate and necessary furniture, such as stoves, refrigerators, chairs, tables, beds, sofas, televisions and vacuum cleaners;
- (4) cost of connection, use, and disconnection of utilities including electricity, natural gas, water, fuel oil and sewer charges;
- (5) dumping fees;
- (6) shower fees;
- (7) cost of maid fees and cleaning charges;
- (8) monthly telephone use fees (does not include installation charges and long distance calls--see par. U4505 for official communications); and
- (9) if ordinarily included in the price of a hotel or motel room in the area concerned, the costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters.

h. Allowance for Cost of Lodging Under the Barter System for Public Health Service Members. Public Health Service members assigned to TDY in remote Alaskan villages where there are no Government quarters, or where there are no suitable commercial lodging facilities, may be reimbursed the cost of barter goods used in exchange for lodgings obtained in private dwellings. Reimbursement may not exceed 20 percent of the locality rate. Vouchers are supported by receipts for the barter goods together with the member's certification that the barter goods were delivered to the householder in consideration of lodgings received.

i. Requirement for Dual Lodgings on Single Day. When a member is required by military necessity (not personal convenience) to procure or retain lodgings at more than one location on a calendar day, the lodging cost of the lodging used at or close to 2400 is the allowable lodging costs for that day. The other lodging cost incurred is reimbursable when approved by the order-issuing official (60 Comp. Gen. 630 (1981)). ***NOTE: Reimbursement shall not exceed the amount of per diem or AEA plus appropriate lodging taxes that would have been paid had the traveler remained overnight.***

j. Allowable Expenses When Residence Purchased and Used for Lodgings on TDY. When a member purchases and occupies a residence at a TDY point because of the TDY assignment, the following costs are the allowable lodging expenses (57 Comp. Gen. 147 (1977)):

- (1) monthly interest;
- (2) monthly property tax;
- (3) monthly utility cost actually incurred (does not include any installation and hook-up charges).

In determining the member's daily lodging cost, the allowable expenses are prorated on a 30-day month basis. In no case shall the total per diem payable exceed the applicable maximum locality rate for the area.

k. Lodging Cost for Quarters Jointly Occupied by Member and Dependents. Lodging cost for quarters jointly occupied by a member and dependents is apportioned 50 percent for the member and 50 percent for the dependents (regardless of the number of family members) when a member in a per diem status is in receipt of TLA for dependents (par. U9202-C).

l. Lodging Obtained on Weekly or Monthly Rental Basis. When a member obtains lodging on a weekly or monthly rental basis, the daily lodging cost is computed by dividing the total lodging cost by the number of days the accommodations are actually occupied, provided the member acts prudently in renting by the week or month, and that the cost to the Government does not exceed the cost of renting conventional lodgings at a

daily rate. Otherwise, the daily lodgings cost shall be computed by dividing the number of days in the rental period (e.g., 7 or 30 days).

2. Lodging and/or Meals Obtained Under Contract. When a contracting officer contracts for rooms and/or meals for members traveling on TDY, the total daily amount paid by the Government for the member's lodging, meals, and incidental expenses may not exceed the applicable per diem authorized in this Part (60 Comp. Gen. 181 (1981) and 62 Comp. Gen. 308 (1983)).

3. Per Diem Computation. Generally, per diem is based on the TDY location of the member at 2400; however, there are occasions when the member is en route to a TDY location and does not arrive at the lodging site until 2400 or later. In that case, the lodging shall be claimed for the preceding calendar day and the maximum per diem is determined as if the member had been at the lodging location at 2400 of the preceding day. If authorized travel requires more than 1 day and a stopover for the night is required, the maximum per diem is based on the stopover point. The M&IE rate is payable to the member without itemization of expenses and without receipts. Box lunches, in-flight meals and rations furnished by the Government on military aircraft are not a Government mess for per diem computation purposes. The meal rate established by the order cannot be reduced after-the-fact except for a deductible meal (Government meals paid for by the traveler and consumed in a Government mess are not deductible meals, see par. U4125-A3g). However, order-issuing officials/schoolhouse commanders may amend the orders to direct an immediate or future meal rate change.

a. Day of Departure From and Day of Return to PDS. Seventy five percent (75%) of the appropriate M&IE rate (see <http://www.dtic.mil/perdiem/>) is paid for the day of departure from the PDS and the day of return to the PDS in connection with TDY, regardless of what time the member departs or returns. On these days, the GMR or PMR shall not apply. The M&IE rate for the day of departure and/or return to the PDS is the M&IE rate (see <http://www.dtic.mil/perdiem/>) applicable to the last TDY station, except when return travel requires more than one day and a stopover for the night is required. When that occurs, the M&IE rate for the en route stopover point applies to the day of departure from/return to the PDS. If authorized return travel to the PDS requires more than 1 day and additional stopovers are required, the maximum per diem is based on the additional stopover points. The per diem rate for the day of departure from the PDS is based on the member's location at 2400 on that day. If the member is traveling and lodging is not procured for that night, the M&IE rate for the destination is the applicable rate.

b. Determination of M&IE Rate

(1) Full Days

(a) CONUS

1. applicable locality rate (see <http://www.dtic.mil/perdiem/>),

2. the standard GMR for meals in a Government mess plus \$2 for incidental expenses. This rate applies each day that:

a. adequate Government quarters are available on the U.S. installation to which the member is assigned TDY,

b. the use of a Government mess is directed,

c. the Government mess is available for all three meals on the U.S. installation to which the member is assigned TDY, and

d. the member is not traveling, or

3. the PMR plus \$2 for incidental expenses. The PMR applies each day that:

- a. adequate Government quarters are available on the U.S. installation to which the member is assigned TDY,
- b. at least one meal is available and directed in a Government mess on the U.S. installation to which the member is assigned TDY, and
- c. the member is not traveling.

(b) OCONUS

- 1. applicable locality rate (see <http://www.dtic.mil/perdiem/>), (use \$3.50 for the incidental expense rate instead of the incidental expense rate for the locality concerned when adequate Government quarters are available on the U.S. installation to which the member is assigned TDY), or
- 2. the standard GMR for meals in a Government mess plus \$3.50 for incidental expenses. This rate applies each day that:
 - a. adequate Government quarters are available on the U.S. installation to which the member is assigned TDY,
 - b. the use of a Government mess is directed,
 - c. the Government mess is available for all three meals on the installation to which the member is assigned TDY, and
 - d. the member is not traveling.
- 3. the PMR plus the incidental expense rate. The PMR applies each day that:
 - a. adequate Government quarters are available on the U.S. installation to which the member is assigned TDY,
 - b. at least one meal is available and directed in a Government mess on the U.S. installation to which the member is assigned TDY, and
 - c. the member is not traveling.

NOTE: *The incidental expense rate OCONUS is the applicable rate (see <http://www.dtic.mil/perdiem/>), or \$3.50 when the member is TDY to a U.S. installation and Government quarters are available. There are two exceptions:*

- 1. *The order-issuing official can determine \$3.50 to be adequate when the member is not lodged on a U.S. installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the travel order.*
- 2. *The order-issuing official can determine that the \$3.50 is not adequate on a U.S. installation and authorize/approve the applicable locality incidental expense rate (see <http://www.dtic.mil/perdiem/>). Payment of the locality incidental expense rate must be stated in the travel order.*

(2) If No Per Diem Entitlement at TDY Point. The M&IE rate payable on the day of arrival at, and departure from, the TDY point is the M&IE rate for that location, unless the member is in a different TDY location at 2400 on that day. On a ship, the port of embarkation/debarkation M&IE rate applies.

(3) Schoolhouse Training (Formal Courses of Instruction). Orders to schoolhouse training must allow the schoolhouse commander to determine the appropriate meals rate. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be part of the order. If that information is not available prior to issuance of the order, the information must be provided to the traveler upon arrival at the school and submitted with the travel voucher.

c. Lodging. If lodging is required while on TDY or at a delay point, the lodging cost, not to exceed the lodging maximum prescribed for the TDY or delay location in Appendix B, or Appendix D, shall be added to the M&IE rate for that location to determine the per diem rate for the day, the total amount not to exceed the per diem rate for the locality concerned. When lodging has been obtained in accordance with subpar. 1f, at a location other than the TDY location, the per diem rate for the lodging location applies.

d. TDY of More Than 12 Hours But Not Exceeding 24 Hours. Per diem under this subparagraph is determined by allowing 75% of the M&IE rate for the location of the TDY assignment prescribed in Appendix B, or Appendix D. If more than one location is involved and the member is not required to obtain lodging, the per diem allowance is calculated using the highest M&IE rate. If the member must obtain lodging, the rules for travel of more than 24 hours as prescribed above apply, no deduction for meals is made. Per diem is not authorized under this subparagraph when travel is performed in the local area

(1) Lodging Not Required. If lodging is not required, per diem for the entire trip, whether performed within one or two calendar days, shall be 75% of the TDY location M&IE rate for one day. If more than one TDY point is involved, per diem is calculated using the highest of the M&IE rates prescribed for the TDY locations. Per diem is not authorized under this subparagraph when travel is performed in the local area.

★ (2) Lodging Required With or Without Cost. If lodging is required, the rules for travel of more than 24 hours apply.

e. Essential Unit Messing. When the Secretary concerned, or for a JTF the CINC or JTF Commander, determines that Government messing is essential to accomplish training and readiness, there is no entitlement to the meal portion of the M&IE allowance. The incidental expense rate is \$2 in CONUS, or the appropriate OCONUS incidental rate at <http://www.dtic.mil/perdiem/>, or \$3.50 OCONUS when the order-issuing authority determines \$3.50 to be adequate for anticipated expenses. Members, ordered to use essential unit messing, who must procure occasional meals are entitled to reimbursement under par. U4510.

f. Use of Government Mess Under Special Circumstances. When one of the following conditions exists, members are not entitled to the meals portion of the M&IE allowance:

- (1) Field duty,
- (2) Duty on a U.S. Government vessel,
- (3) Members traveling together under orders directing no/limited reimbursement, or
- (4) Essential unit messing (EUM).

g. Deductible Meals. The PMR prescribed in subpars. U4125-A3b(1)(a)3 and (b)3 above applies on any day when one or two deductible meals are provided. A deductible meal is a meal:

- (1) made available pursuant to an agreement between a Uniformed Service and any organization, if the order directs use of the facility providing the meal(s);
- (2) included in a registration fee ultimately paid by the Government;

- (3) furnished at no cost to the member by a school while attending a course of instruction if the cost of the meal is ultimately paid for by the Government; or
- (4) furnished by the Government at no cost to a member.

The following are not deductible meals:

- (1) box lunches, (which include such things as C Rations, K Rations, MRE's) - except when MRE's and/or other box lunches are the **only method** of providing adequate subsistence to members,
- (2) in-flight meals,
- (3) rations furnished by the Government on military aircraft,
- (4) Government meals paid for by the traveler and consumed in a Government mess,
- (5) meals furnished on commercial aircraft, or
- (6) meals provided by private individuals.

NOTE: *If all three meals are provided/consumed at no cost to the member, only the incidental expenses for that day (\$2 in CONUS, or the applicable locality incidental expense rate (see <http://www.dtic.mil/perdiem/>) or \$3.50 OCONUS) is payable.*

h. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the order-issuing official authorizes/approves the member to obtain lodging, the lodging reimbursement shall be based on the locality rate, or AEA if appropriate, for the en route TDY site.

i. Meals Provided by a Common Carrier or Complimentary Meals Provided by a Hotel. Meals provided by a common carrier or complimentary meals provided by a hotel/motel do not affect per diem.

NOTE: *The GMRs in the following examples are for illustrative purposes only. Please check Appendix A (GMR) for current Government meal rates.*

B. Examples of Computing Per Diem Allowances

(NOTE:

a. The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense except when MALT PLUS for POC travel is paid.

b. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.)

EXAMPLE 1

ITINERARY:				
10 May	Dep:	PDS	POC	
	Arr:	TDY Station		340 miles
11 May	TDY			

12 May		TDY		
13 May	Dep:	TDY Station	POC	
	Arr:	PDS		340 miles

Lodging cost \$62 per night. Per diem rate is \$87, lodging maximum is \$57 and M&IE rate is \$30. Government mess is not available at the TDY point.

REIMBURSEMENT:		
5/10	75% times \$30 = \$22.50 plus \$57 (\$62 limited to \$57) =	\$79.50
5/11	\$30 plus \$57 =	87.00
5/12	\$30 plus \$57 =	87.00
5/13	75% times \$30 =	22.50
1 round trip of 680 miles x \$0.325 per mile =		221.00
Total Reimbursement =		\$497.00

EXAMPLE 2

ITINERARY:		
15 March	Dep:	Residence
	Arr:	Ft. Knox
16 March		TDY
17 March		TDY
18 March		TDY
19 March	Dep:	Ft. Knox
	Arr:	Residence

Lodging on post in Government quarters costs \$6 per night and a Government mess is available and the GMR is directed. The breakfast meal is not available on the 17th. (No Government mess deductions shall be made for the day of arrival and the day of departure). Per diem rate is \$66, lodging maximum is \$40 and M&IE rate is \$26. In this example, a GMR of \$8.00 is used.

REIMBURSEMENT:		
3/15	75% times \$26 = \$19.50 + \$6	\$25.50
3/16	\$10.00 plus \$6	16.00
3/17	(\$8.00 + \$24) (divided by 2) = \$16.00 + \$2 (incidental) = \$18 plus \$6	24.00
3/18	\$10.00 plus \$6	16.00
3/19	75% times \$26	19.50
Total		\$101.00

U4130 RETURN TO PDS FROM TDY FOR PERSONAL REASONS

A. General. A member who voluntarily returns to the PDS, or residence from which the member normally commutes daily to the PDS, during a TDY period for personal reasons is entitled to the lesser of:

1. per diem or AEA for the actual travel time (no per diem or AEA while at the PDS) and transportation expenses for the travel from the TDY point to the PDS and return; or
2. per diem or AEA that would have been allowed had the member stayed at the TDY point.

No allowances are credited for any day the member was in a leave status.

B. Computation. The following are examples of computing per diem allowances and making cost comparisons under this paragraph:

NOTE: The GMR used in the following example(s) are for illustrative purposes only. Please check Appendix A (GMR) for current Government meal rates.

EXAMPLE 1

Member performed TDY. The member returned to the PDS during the intervening weekend.

ITINERARY:				
23 June	Dep:	PDS	POC	
	Arr:	TDY Station		325 miles
24-26 June	TDY			
27 June	Dep:	TDY Station	POC	
	Arr:	PDS (personal reasons)		325 miles
28 June		At PDS		
29 June	Dep:	PDS	POC	
	Arr:	TDY Station		325 miles
30 June – 2 July	TDY			
3 July	Dep:	TDY Station	POC	
	Arr:	PDS		325 miles

Lodging cost \$60 per night. Per diem rate is \$82, lodging maximum is \$52 and M&IE maximum is \$30. Government mess is not available at the TDY point.

REIMBURSEMENT:		
Cost Comparison		
Actual Cost:		
6/23	75% times \$30 = \$22.50 plus \$52 (\$60 limited to \$52) =	\$ 74.50
6/24	\$30 plus \$52 =	82.00
6/25	\$30 plus \$52 =	82.00
6/26	\$30 plus \$52 =	82.00
6/27	75% times \$30 =	22.50
6/29	75% times \$30 = \$22.50 plus \$52 (\$60 limited to \$52) =	74.50
6/30	\$30 plus \$52 =	82.00
7/1	\$30 plus \$52 =	82.00
7/2	\$30 plus \$52 =	82.00
7/3	75% times \$30 =	22.50
2 round trips of 650 miles = 1300 x \$0.325 per mile =		422.50
Total Reimbursement =		\$1108.50

Constructive Cost:		
6/23	75% times \$30 = \$22.50 plus \$52 (\$60 limited \$52) =	\$74.50

6/24	\$30 plus \$52 =	82.00
6/25	\$30 plus \$52 =	82.00
6/26	\$30 plus \$52 =	82.00
6/27	\$30 plus \$52 =	82.00
6/28	\$30 plus \$52 =	82.00
6/29	\$30 plus \$52 =	82.00
6/30	\$30 plus \$52 =	82.00
7/1	\$30 plus \$52 =	82.00
7/2	\$30 plus \$52 =	82.00
7/3	75% times \$30 =	22.50
1 round trip of 650 miles = 650 x 0.325 per mile =		211.25
Total Reimbursement =		\$1046.25

In this example the member is due \$1,046.25 since it is less than the amount of the actual travel back to the PDS and return to the TDY location for personal reasons.

EXAMPLE 2

Member performed TDY with the following itinerary. The member returned to the PDS during the intervening weekend for personal reasons.

ITINERARY:				
9 July	Dep:	PDS	POC	
	Arr:	TDY Station		185 miles
10 July		TDY		
11 July	Dep:	TDY Station	POC	
	Arr:	PDS		185 miles
12 July		At PDS		
13 July	Dep:	PDS	POC	
	Arr:	TDY Station		185 miles
14 & 15 July	TDY			
16 July	Dep:	TDY Station	POC	
	Arr:	PDS		185 miles

Lodging on post in Government quarters costs \$6 per night and a Government mess is available for all three meals and its use directed. Per diem rate is \$66, lodging maximum is \$40 and M&IE rate is \$26. In this example, a GMR of \$8.00 is used.

REIMBURSEMENT:		
Cost Comparison		
Actual Cost:		
7/9	75% times \$26 = \$19.50 plus \$6 =	\$ 25.50
7/10	\$10.00 plus \$6 =	16.00
7/11	75% times \$26 = \$19.50 =	19.50
7/13	75% times \$26 = \$19.50 plus \$6 =	25.50
7/14	\$10.00 plus \$6 =	16.00
7/15	\$10.00 plus \$6 =	16.00
7/16	75% times \$26 = \$19.50 =	19.50
2 round trips of 370 miles = 740 x		

\$0.325 per mile =		240.50
Total Reimbursement =		\$378.50

Constructive Cost:		
7/9	75% times \$26 = \$19.50 plus \$6 =	\$ 25.50
7/10	\$10.00 plus \$6 =	16.00
7/11	\$10.00 plus \$6 =	16.00
7/12	\$10.00 plus \$6 =	16.00
7/13	\$10.00 plus \$6 =	16.00
7/14	\$10.00 plus \$6 =	16.00
7/15	\$10.00 plus \$6 =	16.00
7/16	75% times \$26 = \$19.50 =	19.50
1 round trip of 370 miles = 370 x \$0.325 per mile =		<u>\$120.25</u>
Total Reimbursementl =		\$261.25

In this example the member is due \$261.25.

U4135 NO PER DIEM OR RATES OF PER DIEM IN LESSER AMOUNTS THAN THOSE PRESCRIBED IN APPENDICES B OR D

The Secretary concerned may authorize zero per diem or rates of per diem in lesser amounts than those prescribed in this Volume when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular Service (also see par. U4105-D). This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the Service concerned or to a commander of an appropriate naval systems command headquarters, but may not be redelegated. In the absence of such an authorization, travel orders prescribing rates of per diem different from those prescribed in this Volume are without effect and the locality rates in Appendices B, or D, are used.

U4140 REQUESTING REVIEW OF PER DIEM RATES

When travelers, commands or order-issuing officials think that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent directly to:

Per Diem, Travel and Transportation Allowance Committee
ATTN: Per Diem Rates
Hoffman Building #1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

NOTE: To cover one-time necessary expenses in excess of the prescribed per diem rate, see Chapter 4, Part C.

U4150 PER DIEM AND AEA ON A SINGLE TRIP

A member performing TDY at more than one location on a per diem and actual expense basis for a single trip is entitled to the allowances prescribed in par. U4225-D.

- U5225 Separation from the Service or Relief from Active Duty Except for Discharge With Severance or Separation Pay, Involuntary Separation, and Separation Under the VSI or SSB Program**
- A. General
 - B. Duty Station Erroneously Designated as HOR
 - C. Separation from the Service or Relief from Active Duty to Continue in the Service
 - D. Separation from the Service or Relief from Active Duty Upon Expiration of Enlistment or Prescribed Term of Service
 - E. Relief from Active Duty for Members of the Reserve Components Called (or Ordered) to Active Duty for Less Than 20 Weeks
 - F. Member Serves Less Than Initial Prescribed Period of Service
 - G. Time Limit
 - H. Member Ordered to a Place to Await Results of Disability Proceedings
 - I. Member Ordered to a College
- U5230 Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, Involuntary Release from Active Duty With Readjustment or Separation Pay, Involuntary Separation, or Separation under the VSI or SSB Program**
- A. General
 - B. Time Limits
 - C. Recalled to Active Duty Before Choosing a HOS
 - D. Recalled to Active Duty After Choosing a HOS
 - E. Member on TDRL Discharged or Retired
 - F. Member Dies After Retirement or Release
 - G. Member Ordered to a Place to Await Disability Retirement
- U5237 Dependents' Transportation When Transportation Documents or Funds are Lost or Stolen**
- U5240 Dependents' Travel Under Unusual/Emergency Circumstances**
- A. General
 - B. Return of OCONUS Dependents Due to Official Situations
 - C. Return of OCONUS Dependents for Reasons of National Interest
 - D. Return of Dependents from OCONUS Due to Personal Situations and Travel of Dependents Located in CONUS When Disciplinary Action is Taken Against Member Stationed OCONUS
 - E. Return of Dependents from OCONUS Incident to Divorce or Annulment
 - F. PDS Changed to a Dependent-Restricted Tour Station, or Sea Duty Changed to Unusually Arduous Sea Duty
 - G. Travel of Dependents OCONUS for Medical Care
 - H. Transportation of Dependents Incident to Alert Notice
 - I. Transportation of Dependents Incident to Extension of Tour
 - J. Dependent Travel Incident to a Court-Martial Sentence/Administrative Discharge Under Other Than Honorable Conditions (for Members Stationed in CONUS)
 - K. Dependents' Travel Incident to In-Place Consecutive Overseas Tour (IPCOT)

U5241	Transportation of Dependents When Member Officially Reported as Dead, Injured, Ill, or Absent for More Than 29 Days in a Missing Status or Upon Death <ul style="list-style-type: none">A. GeneralB. DefinitionsC. LimitationsD. When AuthorizedE. Administrative InstructionsF. Attendants for Dependents
U5242	Funeral Travel <ul style="list-style-type: none">A. Transportation for Survivors of Deceased Member to Attend Member's Burial CeremonyB. Funeral Travel of Families of Members Who Died While POWs or MIAs During the Vietnam Conflict
U5243	Dependent Student Transportation <ul style="list-style-type: none">A. Dependent Students Attending Dormitory DoDEA SchoolsB. Travel of Handicapped DoDEA Students for Diagnostic and Evaluation PurposesC. Dependent Student Transportation to a School in the U.S.
U5246	Transportation of Family Members of a Seriously Ill or Injured Member <ul style="list-style-type: none">A. GeneralB. DefinitionC. TransportationD. LimitationsE. Reimbursable Expenses
U5250	Advance of Funds

PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION AND NONTEMPORARY STORAGE (NTS)

<u>Paragraph</u>	<u>Contents</u>
U5300	General
U5305	Eligibility
U5310	Basic Entitlement <ul style="list-style-type: none">A. GeneralB. Prescribed Weight AllowancesC. PBP&ED. Additional Consumable GoodsE. Certain Articles Involving a Weight Additive

- U5540 Mobile Home Transportation Under Unusual or Emergency Circumstances**
- A. Mobile Home Transportation When Dependents Travel in Advance of Member's PCS Due to Official and Personal Situations
 - B. Mobile Home Transportation Incident to Alert Notice
 - C. Mobile Home Transportation Incident to Tour Extension
- U5545 Mobile Home Transportation When Member Officially Reported as Dead, Injured, Ill, Absent for More Than 29 Days in a Missing Status, or Upon Death**
- A. Member Officially Reported as Absent in Missing Status
 - B. Upon Death of Member
- U5555 Temporary Storage**
- A. General
 - B. Time Limits
 - C. Orders Amended, Modified, Canceled or Revoked
 - D. Further PCS Orders Issued After Member Arrives at New PDS
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U5605	Definition of Terms <ul style="list-style-type: none"> A. Member With Dependents B. Member Without Dependents
U5610	Eligibility <ul style="list-style-type: none"> A. Member With Dependents B. Member Without Dependents
U5615	Determining Amount Payable <ul style="list-style-type: none"> A. General B. Dependents Authorized to Relocate in Connection With PCS but Delay Their Travel
U5620	Fiscal Year Limitation on Payment of DLA <ul style="list-style-type: none"> A. General B. Application of Fiscal Year Limitation on Payment of DLA
U5630	Factors Affecting Entitlement <ul style="list-style-type: none"> A. General B. Special Categories DLA Authorized C. Special Categories DLA Not Authorized D. Relocation of Household Incident to Alert Notification E. Entitlement When Member Married to a Member is Transferred to a New PDS

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U5705	Entitlement
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U5810	Transportation Reimbursement To/From a Storage Facility
	A. General
	B. POV Delivery/Pick-up
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	E. POV Delivery to Pick-up from a Designated Storage Facility Accomplished Concurrently with TDY En Route
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U5835	Care and Storage

3. Travel to Processing Station of Choice. A member may travel to the HOS from the last PDS via a processing station of the member's choice. The member is entitled to travel and transportation allowances up to those payable had the member been ordered to, traveled to and retired/released to inactive duty at, the appropriate processing station (see par. U1010-B5). The member is entitled to the per diem or AEA appropriate for the processing station away from the PDS while undergoing retirement processing.

B. Time Limitations

1. General. Except as provided in subpars. 2, 3, and 4, travel to a selected home must be completed within 1 year after active duty termination. Once a home is selected, that selection is irrevocable if transportation in kind or Government-procured transportation is furnished and used, or travel and transportation allowances are received after the travel is completed.

2. Member Undergoing Hospitalization or Medical Treatment

a. On the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital on the active service termination date under the conditions outlined in subpar. A1, is entitled to travel and transportation allowances to a HOS from the last PDS. Travel must be completed within 1 year after the discharge date from the hospital or termination of medical treatment except when a longer time limit is authorized/approved by the Secretarial Process (see par. U5012-I).

b. During the 1-Year Period After the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital for any period of time during the 1-year period after the active service termination date under the conditions outlined in subpar. A1, is entitled to travel and transportation allowances to a HOS from the last PDS. Travel must be completed within 1 year after the active service termination date, plus a period equal to the member's hospitalization or treatment period. A longer time period may be authorized/approved by the Secretarial Process (see par. U5012-I).

3. Member Undergoing Education or Training. A member, who on the active service termination date is undergoing education or training to qualify for acceptable civilian employment or who begins such education or training during the period specified in subpar. 1, as extended by subpar. 2 (if applicable), is entitled to travel and transportation allowances to a HOS from the last PDS. However:

a. travel must be completed within 1 year after the education or training is completed, or 2 years from the active service termination date, whichever is earlier; and

b. the extended time must be authorized/approved by the Secretarial Process. A further extension of this time limit may be authorized/approved by the Secretarial Process (see par. U5012-I).

4. Other Deserving Cases. An extension of the 1-year time limit prescribed in subpar. 1 may be authorized/approved by the Secretarial Process when an unexpected event beyond the member's control prevents the member from moving to the HOS within the specified time limit. An extension of the time limit also may be authorized/approved by the Secretarial Process if it is in the best interest of the Service, or substantially to the benefit of the member, and not costly or otherwise adverse to the Service. These extensions are authorized/approved for the specific period of time that the member anticipates is needed to complete the move. If additional time is required, the member may request a further extension (see par. U5012-I) using the Secretarial Process (B-126158, April 21, 1976). The delayed travel authorized under this subparagraph must be incident to the member's separation from the Service (B-207157, February 2, 1983).

C. Recalled to Active Duty Before Selecting a Home. A member, eligible to select a home but recalled to active duty before traveling to a HOS, retains the entitlement to travel and transportation allowances to a HOS from the last PDS. Travel must be completed to the selected home within 1 year after the last release from active duty unless extended under subpar. B.

D. Recalled to Active Duty After Selecting a Home. A member, recalled to active duty after traveling to a HOS, is entitled to travel and transportation allowances from the last PDS to the home previously selected or the PLEAD, whichever the member elects, upon termination of active duty under honorable conditions.

E. Members on TDRL Who Are Discharged or Retired. A member, on the TDRL at the time of discharge with severance pay or retirement for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is entitled to no additional travel and transportation allowances other than those paid under subpar. A or B in conjunction with placement on the TDRL.

F. Member Ordered to a Place to Await Disability Retirement. A member, found unfit by a physical evaluation board to perform the duties of the member's grade and who, for the convenience of the Government, is ordered to a place to await further orders in connection with disability retirement, is entitled to travel and transportation allowances to that place. Upon final disposition of retirement proceedings, the member is entitled to travel and transportation allowances to the HOS under the retirement orders or other orders if issued (32 Comp. Gen. 348 (1953)).

U5155 OFFICIAL DISTANCE DETERMINATION

A. Privately Owned Conveyance (Except Airplane). See par. U2020 for DTOD requirements.

- ★ B. Privately Owned Airplane. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration. If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained. If distance cannot be determined by aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

- b. No Change in Status-Member Reported as Missing for More Than 1 Year. Dependents moved under subpar. 1 may be moved again under that subparagraph when the member has been reported officially as absent for a period of more than 1 year in a missing status and through the Secretarial Process it is determined that the circumstances in the case justify an additional move.
3. Termination of Casualty Status. When the member's casualty status is terminated, entitlement to dependents' travel and transportation allowances under par. U5203 is determined in accordance with this Part.
- E. Administrative Instructions. Each of the Services must issue regulations or instructions deemed necessary for the judicious administration of the entitlements contained in this subparagraph.
- F. Attendants for Dependents. See Chapter 7, Part Q, concerning attendants for dependents authorized travel under this paragraph.

U5242 FUNERAL TRAVEL

A. Transportation for Survivors of Deceased Member to Attend Member's Burial Ceremony

1. General. Under this subparagraph surviving dependents are entitled to travel and transportation allowances to attend a deceased member's burial ceremonies. "Surviving dependents," as used in this subparagraph, means:
- a. the member's spouse;
 - b. children who are unmarried and
 - (1) under 21 years of age; or
 - (2) under 23 years of age and a student dependent meeting the requirements in item 3 of the Appendix A "Dependent" definition; or
 - (3) incapable of self-support, regardless of age, due to mental or physical impairments and who were in fact dependent on the deceased member for over one-half of their support.

If there are no surviving dependents, the deceased member's parents (including stepparents or parents by adoption or any person including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became 21 years of age) may be authorized to travel under this subparagraph. For the surviving dependents to be eligible for travel, the member must have died while serving on active or inactive duty.

2. Entitlements

- a. Member Called (or Ordered) to Active or Inactive Duty from a Place in the United States, Puerto Rico or a Possession of the United States. If the deceased member was called (or ordered) to active or inactive duty from a place in CONUS, Puerto Rico, or a possession of the United States, the eligible survivors are entitled to travel and transportation allowances as prescribed in subpar. 3 for travel from the place of duty, place of residence, or place of notification of death to the burial site in the United States, Puerto Rico, or possession of the United States and return to the place of duty or to the place of residence.
- b. Member Called (or Ordered) to Active Duty from a Foreign OCONUS Place. If the deceased member had been called (or ordered) to active duty from a foreign OCONUS place, the eligible survivors are entitled to travel and transportation allowances as prescribed in subpar. 3. Such allowances are authorized from the place of active duty, place of residence (anywhere in the world), or place of notification of death to the burial site located in the United States, Puerto Rico, or a possession of the United States or to the burial site at the PLEAD and return to the place of active duty or to the place of residence.

c. Other Cases. For cases not covered by subpar. b, see par. U7205.

3. Travel and Transportation Allowance

a. General. Survivors traveling under this subparagraph are entitled to one, or a combination, of the following for the authorized round trip travel:

- (1) transportation-in-kind or Government-procured transportation,
- (2) reimbursement for the cost of personally procured commercial transportation,
- (3) automobile mileage rate (See Appendix A) for the distance traveled by POC.

Government transportation must be used to the maximum extent practicable in connection with transoceanic travel. Reimbursement as provided in item (2) is subject to par. U5203-A, first itemization, item 2, for land travel and par. U5205-B for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the cost of personally-procured commercial transportation between origin and destination (minus the cost of any Government-procured transportation used). When travel is by POC, only the operator of the POC is entitled to the allowance prescribed in item (3).

b. Per Diem Allowances While Traveling and at the Funeral and Burial Site. Surviving dependents traveling under this paragraph are entitled to per diem computed using the lodgings plus method in par. U4125. The per diem payable must not exceed the appropriate rate in either Appendix B or Appendix D for the area concerned. Per diem shall not be paid for more than two days, except when traveling in accordance with subpar. 2b in which case, additional days of per diem may be authorized/approved to accommodate the time needed to perform the OCONUS travel.

c. Limitations. Per diem is not payable when the surviving dependents' residence and the burial site are in the same local area as defined in par. U3500-B, or when the total time from the time of departure to return is 12 hours or less.

d. Reimbursable Expenses. Reimbursement of expenses prescribed in par. U5212 is authorized in connection with travel under this subparagraph.

NOTE: *The families of cadets/midshipmen are not eligible for this transportation.*

B. Funeral Travel of Families of Members Who Died While POWs or MIAs During the Vietnam Conflict

1. General. This subparagraph applies to family members (as defined in subpar. 2) of a member who died while officially classified as a POW or as MIA during the Vietnam conflict and whose remains have been returned to the United States, Puerto Rico, or any territory or possession of the United States (37 U.S.C. §406 (Note)).

2. Definition of Eligible Family Members. "Family members," as used in this subparagraph, includes a widow, children, stepchildren, mother, father, stepfather, stepmother, legally adoptive parents, and a person or persons who have stood in loco parentis to the member before the member became 21 years of age. If none of these desire to travel as authorized in this subparagraph, the brothers, sisters, half-brothers, half-sisters, adoptive brothers and sisters of the member are eligible family members.

3. Entitlements. The eligible family members are issued invitational travel orders under Chapter 7, Part T, and are entitled to transportation and travel allowances, as prescribed therein, for travel from their places of residence to the place of burial and return.

★ U5243 DEPENDENT STUDENT TRANSPORTATION

A. Dependent Students Attending Dormitory DoDEA Schools

1. Definitions. The following definitions are specific to this subparagraph.

a. Dependent. A "dependent" in this subparagraph (20 U.S.C. §932) is a minor individual who:

(1) has not completed secondary schooling; and

(2) is the child, stepchild, adopted child, ward, or spouse of a member or who is a resident in the household of a member who stands in loco parentis to such individual and who receives one-half or more support from the member.

b. DoDEA School. A school operated by the Department of Defense under the Defense Dependents' Education Act of 1978 (20 U.S.C. §921 et seq.) for dependents in an OCONUS area which is operated, and which such dependent attends, on a 5- or 7-day-a-week dormitory basis.

2. Five-Day-a-Week Dormitory DoDEA School. A member is authorized a weekly round-trip between the DoDEA school and residence during the school year for each minor dependent who attends a 5 day-a-week dormitory DoDEA school.

3. Seven-Day-a-Week Dormitory DoDEA School

a. Travel to Member's Residence

(1) During the school year a member is entitled to three round-trips between the DoDEA school and member's residence for each minor dependent who attends a 7 day-a-week dormitory DoDEA school.

(2) Additional round trips may be authorized/approved when the DoDEA school dormitory is closed.

b. Travel to Other Than the Member's Residence

(1) Members entitled to transportation under this subparagraph for their dependents may be authorized transportation for a student to a location other than the member's residence if the member states, in writing, to the order-issuing official that travel to the other location is so the student may join the family at that location.

(2) Reimbursement is limited to what it would have cost the Government for transportation from the DoDEA school to the member's residence by the authorized mode.

4. Transportation

a. A member permanently stationed overseas is entitled to transportation of minor dependents between the student's DoDEA school and the member's residence if the:

(1) member is authorized to have dependents reside at/in the vicinity of the overseas PDS or the homeport of a ship homeported overseas, and

(2) minor dependents (as defined in this subparagraph) attend a dormitory DoDEA school or school selected for the student by the DoDEA Regional Director,

NOTE: For the purposes of this subparagraph, a location outside the 50 states, the District of Columbia, Puerto Rico, and U.S. possessions (excluding Midway) is "overseas".

b. Authorized transportation is:

- (1) Government-owned/procured (on a space-required basis),
- (2) reimbursed (see par. U5203-A, item 2), or
- (3) a MALT (see par. U5203-A, item 3).

NOTE: See Chapter 3, Part B, for transportation procurement.

5. Per Diem Allowance. *Per diem is not payable.*

6. Baggage. Up to 350 pounds of unaccompanied baggage may be transported for each eligible minor dependent attending a dormitory DoDEA school (or DoDEA-selected school) on the first and final trip of each school year.

B. Travel of Handicapped DoDEA Students for Diagnostic and Evaluation Purposes

1. Authorized Travel. Travel and transportation allowances (like those for a TDY employee) are authorized when travel is necessary because medical/educational authorities request:

- a. a student diagnosis/evaluation under DoDI 1342.12 for tuition-free handicapped DoDEA students (see DoDI 1342.12), or
- b. one or both of the student's parents or guardians be present to participate in the diagnosis/evaluation or to escort the student.

2. Reimbursement

- a. Parent or Guardian is a Member. Reimbursement is IAW TDY travel in this Volume.
- b. Parent or Guardian is a Civilian Employee. Reimbursement is IAW TDY travel in JTR, Volume 2.
- c. Parent or Guardian is Not Employed by the Government. Reimbursement is IAW TDY travel in JTR, Volume 2.

C. Dependent Student Transportation to a School in the U.S.

1. Definitions. The following definitions are specific to this subparagraph.

a. College Education. "College education" is attendance in a full-time program at the undergraduate level at accredited colleges, universities, technical or business schools that offer courses leading to undergraduate degrees. They are:

(1) schools, accredited by agencies recognized by the Secretary of Education as reliable authorities, and listed in the "Education Directory, Colleges and Universities" published by the National Center for Educational Statistics;

(2) schools empowered under state law by state education authority to grant associate or baccalaureate degrees, and those recognized as accredited for undergraduate degree programs by a recognized accrediting agency using:

- (a) American Colleges and Universities; or
- (b) American Junior Colleges published by the American Council on Education.

b. Secondary Education. "Secondary education" is attendance at a public or private school in the U.S. with grades 9 through 12, or equivalent.

NOTE: The definition of "DoDEA school" in subpar. A does NOT apply to this subparagraph.

c. Unmarried Dependent Child. An unmarried dependent child is an unmarried child:

(1) defined as a dependent in Appendix A, who is under 23 years of age who is/will be attending a school in the U.S. to obtain a secondary or undergraduate college education, or

(2) who graduates, quits or is separated from the school in the U.S., who travels within 30 days following separation from the school. ***NOTE: An extension to this time period may be authorized/approved through the Secretarial Process, based on extenuating circumstances such as dependent illness, inability to schedule travel during peak travel periods, etc.***

NOTE: Student dependents who are separated from their school in the U.S. and who have not previously traveled at Government expense to the member's OCONUS PDS are not precluded from traveling on the member's PCS entitlement to the member's PDS under this Part.

2. Transportation Entitlement. A member is entitled to:

a. Government transportation/reimbursement for an unmarried dependent child obtaining a secondary or undergraduate college education in the U.S. if the member is:

(1) permanently stationed OCONUS; and

(2) accompanied by command sponsored dependents at or in the vicinity of the member's PDS or the homeport of an OCONUS ship;

b. one annual round-trip, for the dependent student, at any time within a fiscal year (1 Oct – 30 Sep) between the member's OCONUS PDS and the dependent student's school in the U.S. ***NOTE: Entitlement to a portion of a round-trip not taken during a fiscal year does not carry over to a subsequent fiscal year unless authorized by the Service-designated official because of unusual or emergency circumstances (i.e., an early or late holiday recess or school closing) for no more than 14 days.***

3. Limitations. This subparagraph does not apply to a member:

a. assigned to a PDS in Alaska or Hawaii who has an unmarried dependent child attending a school in the state of the PDS;

b. who has an unmarried dependent child attending a school in the U.S. to obtain a secondary education, if:

(1) the child is eligible to attend a secondary school under the Defense Dependent's Education Act of 1978 other than on a 7-day-a-week dormitory basis; or

(2) the member is stationed in Puerto Rico or Guam and the child is eligible to attend a DoD DDESS, formerly known as Section 6, secondary school, in the vicinity of the PDS;

c. assigned to a PDS in Alaska or Hawaii who has an unmarried dependent child attending a school in CONUS to obtain a secondary education; or

d. who has an unmarried dependent child attending a Service academy as a cadet or midshipman.

4. Travel to a Location Other than the Member's OCONUS PDS

- a. Travel to a location other than the member's OCONUS PDS may be authorized if the member states, in writing, to the authorizing/order-issuing official that travel to the other location is so the student may join the family at that location.
- b. Reimbursement is limited to what it would have cost the Government for transportation from the school to the member's OCONUS PDS by the authorized transportation mode.

5. Transoceanic Travel

- a. General. When available, transoceanic travel must be on a space-required basis by AMC unless air travel is medically inadvisable. When AMC is not available, Government-procured air transportation (for the transoceanic travel portion) is authorized.
- b. Travel Performed at Personal Expense
 - (1) AMC Service Available. No reimbursement is allowed for transoceanic travel at personal expense when AMC service is available, unless air travel is medically inadvisable.
 - (2) AMC Service Not Available. Reimbursement (limited to the amount the Government would have paid for Government-procured transportation) is allowed for transoceanic travel at personal expense when AMC service is unavailable.
- c. Government-Procured Transportation Not Available
 - (1) When Government-procured transportation is not available, reimbursement is authorized for transportation costs not to exceed the least costly unrestricted scheduled commercial air service over the direct route between origin and destination.
 - (2) Pars. U3125-B and C apply to dependent student travel.
 - (3) If air travel is medically inadvisable, reimbursement is limited to the least costly first-class passenger accommodations on a commercial ship.

6. Overland Travel

- a. The overland portion(s) of travel should be by Government-procured transportation, or at personal expense on a reimbursable basis.
- b. Government-procured air transportation ordinarily is furnished for the portion of the travel within the U.S.
- c. Whenever Government-procured transportation is available, but transportation is personally-procured, reimbursement is authorized for the transportation cost up to what it would have cost if Government-procured transportation had been used between authorized points.
- d. When a POC is used, mileage (see Appendix A) is authorized up to what it would have cost the Government if Government-procured transportation had been used between authorized points.
- e. For travel to and from carrier terminals, reimbursement is authorized in accordance with Chapter 3, Part E, or par. U3320, as appropriate.

- 7. Unaccompanied Baggage. Unaccompanied baggage of up to 350 pounds may be transported in connection with each authorized trip between the school and the member's PDS under this subparagraph.

8. Baggage Storage. During a student's annual trip between the school and the member's PDS, a member may store the student's unaccompanied baggage in the vicinity of the school in lieu of unaccompanied baggage transportation. The Service concerned may pay, or a member may be reimbursed for, the storage cost up to the cost of round-trip baggage transportation.

D. Travel of DoDEA Students for Academic Competitions and Co-curricular Activities. DoDEA statutory charter, (codified at 20 U.S.C. §921-932), authorizes travel for DoDEA students to academic competitions and co-curricular activities. The Director, DoDEA, or designee determines appropriate activities. The responsible DoDEA activity determines the most appropriate method (citing DoDEA appropriations) to authorize transportation for students in support of co-curricular activities. However, payment of per diem, reimbursement for meals and/or lodging, or incidental expenses ordinarily associated with TDY must not be authorized.

U5246 TRANSPORTATION OF FAMILY MEMBERS OF A SERIOUSLY ILL OR INJURED MEMBER

A. General. Not more than two family members of a member described in subpar. 1 or 2 may be provided round-trip transportation under this paragraph as determined by appropriate authority. See par. U1010-B1 for claims.

1. Active Duty Member Including a Member of the Reserve Components on Active Duty. Round-trip transportation is authorized to visit an active duty member who is seriously ill, seriously injured or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility in CONUS or OCONUS.

2. Member of the Reserve Components Entitled to Disability Pay and Allowances. Round-trip transportation is authorized to visit a reserve component member entitled to disability pay and allowances under 37 U.S.C. §204(g) (see DoDFMR, Volume 7A, paragraph 80254 and table 8-2-3 or COMDTINST M7220.29 (series) par. 12-Q and figure 12-2 for Coast Guard personnel), who is physically disabled as the result of an injury, illness, or disease incurred or aggravated, or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility in CONUS or OCONUS if that member became ill or injured or was diseased:

- a. in line of duty while performing inactive-duty training (other than work or study in connection with a correspondence course of an armed force or attendance in an inactive status at an educational institution under the sponsorship of an armed force or the Public Health Service), and
- b. while traveling directly to or from such training.

NOTE: The families of cadets/midshipmen are not eligible for this transportation.

B. Definition. "Family members" as used in this paragraph are the member's spouse, children (including step, adopted, and illegitimate children), siblings of the member and parents of the member (includes fathers and mothers through adoption and persons who have stood in loco parentis to the member for a period of not less than 1 year immediately before the member entered the Uniformed Service). However, only one father and one mother or their counterparts may be recognized in any one case.

C. Transportation. One, or a combination, of the following round-trip transportation services between the family member's home and the medical facility location in which the member is hospitalized may be provided if the attending physician or surgeon and the commander/head of the military medical facility exercising military control over the member determines in writing that the presence of the family member is necessary for the health and welfare of the member is concerned:

1. transportation-in-kind or Government-procured transportation;
2. reimbursement for the cost of personally-procured commercial transportation;
3. automobile mileage rate (see Appendix A) for the distance traveled by POC.

Government /Government-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in item 2 is subject to par. U5203-A, first itemization, item 2 for land travel and par. U5205-B for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the cost of personally-procured transportation between origin and destination (minus the cost of any Government-procured transportation used). When travel is by POC, only the operator of the POC is entitled to the allowance prescribed in item 3.

D. Limitations. Per diem is not payable for travel in connection with this paragraph.

E. Reimbursable Expenses. Reimbursement of expenses prescribed in par. U5212 is authorized in connection with travel under this paragraph.

U5250 ADVANCE OF FUNDS

Travel and transportation allowances prescribed in this Part for dependents may be paid in advance (see par. U1010-B4). A member failing to complete at least 90 percent of the initial active duty obligation, who is separated from the Service or relieved from active duty under par. U5125-A5 may be paid a travel advance for dependent(s) transportation, as authorized in par. U5225-F, in an amount equal to 75 percent of the amount for the least costly mode of transportation available. Retirees may be advanced travel and transportation allowances for the travel of their dependent(s). All other members authorized transportation of dependents in connection with separation or relief from active duty, may be advanced an amount equal to 75 percent of the MALT.

PART E: PRIVATELY OWNED VEHICLE (POV) TRANSPORTATION**U5400 GENERAL**

This Part prescribes POV transportation and associated allowances, including those for travel to and from designated POV loading/unloading ports/VPCs. These allowances are discretionary. Transportation of a POV is authorized unless restricted by the authorizing/order-issuing official or Service regulations.

U5405 ELIGIBILITY

Transportation of a POV (see definition of POV in Appendix A) for the member's or dependents' personal use may be authorized for a member:

1. when ordered to make a PCS to, from, or between OCONUS stations;
2. upon change of homeport of the vessel to which assigned; or
3. when ordered to make a PCS within CONUS and the member cannot drive (see par. U5414-C).

Once the POV transportation has been authorized/approved, the member is entitled to the related shipment/transportation.

U5410 TRANSPORTATION

A. Transportation Permitted. When a POV shipment is authorized, one POV of NTE 20 measurement tons may be transported from the POV port/VPC serving the old PDS,

1. to the POV unloading port/VPC serving the new PDS,
2. to the POV unloading port/VPC serving another authorized place (see subpar. B and par. U5455-A and B), or
3. to the new PDS if authorized/approved by the Secretarial Process. POV transportation shall be denied when restricted, suspended, or prohibited (see par. U5415).

For POV shipment to the first PDS, or to the POV unloading port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member. For POV shipment upon separation or retirement, the "new PDS" is the HOR or authorized HOS under U5130-A1 of the member. For combining POV shipping weight limits when husband and wife are members, see par. U5415-D.

B. POV Shipment When Transportation to the New PDS Not Permitted

NOTE: For storage when POV transportation is not authorized to a foreign OCONUS PDS, see Chapter 5, Part I.

1. General. If a member is not permitted transportation of a POV when ordered on a PCS to an OCONUS PDS because
 - a. POV transportation is not permitted to the new PDS,
 - b. the member serves a dependent restricted or unaccompanied tour and elects not to have a POV transported to the new PDS, or
 - c. the member elects not to have a POV transported to the new PDS when concurrent travel of dependents has been denied and dependents have moved to a designated place (see par. U5222-C3a), then

transportation of one POV, intended for the member's or dependents' use, is permitted from the designated POV loading port/VPC ordinarily serving the old PDS to the designated POV unloading port/VPC ordinarily serving:

- a. any place in CONUS the member designates, if the old PDS is OCONUS;
- b. Alaska, Hawaii, Puerto Rico, or any United States territory or possession, to which dependent transportation is authorized under Part C; or
- ★ c. any OCONUS location to which dependent transportation is authorized under par. U5222-D1, item c or d. ***POV transportation to locations justified under par. U5222-D1 item d must be authorized/approved by the Secretarial Process.***

2. Subsequent Shipment

- a. A member serving a dependent restricted or unaccompanied tour at a PDS may, upon receipt of command sponsorship of dependents at that PDS, be authorized shipment of a POV from the POV loading port/VPC serving the designated place to which dependents were previously moved to the POV unloading port/VPC serving the member's PDS.
- b. A member ordered on a PCS to a PDS to which POV transportation is permitted, or to which dependent transportation is authorized, may be authorized shipment of a POV from the POV loading port/VPC serving the place to which a POV was shipped under subpar. 1, to the POV unloading port/VPC serving the place to which the member is authorized to travel under PCS orders. ***NOTE: There is no authority for CONUS to CONUS POV transportation except as specifically authorized in par. U5414-C or in connection with authorized POV storage in Chapter 5, Part I.***

C. Replacement POV Transportation. When a POV, transported to an OCONUS area at Government expense, is no longer adequate for transportation needs, the Secretarial Process may permit transportation of a replacement POV. Such replacement may be permitted only if the:

1. POV being replaced has deteriorated due to severe climatic conditions or was lost through fire, theft, or similar causes; or
2. member is serving consecutive OCONUS tours of duty and the POV being replaced has worn out due to age and normal deterioration (B-212338, December 27, 1983).

A member may transport only one replacement POV during any 4-year period when the POV being transported replaces one that is worn out due to age and normal deterioration.

D. Reimbursement of Rental Vehicle Cost When a Motor Vehicle Arrives Late. This applies to PCS transportation. If the motor vehicle of a member (or dependent), transported at Government expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary concerned shall have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed \$30 per day beginning the day a member first rents a motor vehicle after the designated (required) delivery date and runs for 7 days or until the date the member's motor vehicle is available for delivery to the member, whichever occurs first. ***(NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized ((required)) delivery date.)*** The maximum reimbursement is \$210.

Examples:

Required Delivery Date:	25 June
Member arrives at destination:	3 June

3. signed by the applicant agreeing to pay any additional costs for transshipment of the POV to another storage facility required because the new PDS named in the orders is different than that named in the statement required in item 1.

The length of time before PCS orders are issued, during which a member may be advised that the PCS orders shall be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date the orders are actually issued. General information furnished to the member concerning the issuance of PCS orders before the determination is made to actually issue the orders (such as time of eventual release from active duty, time of expiration of term of service, date of eligibility for retirement, date of expected rotation from foreign OCONUS duty, etc.) may not be considered as advice that the orders shall be issued (52 Comp. Gen. 769 (1973)).

C. Time Limitation. Unless otherwise prescribed in this Volume, storage of a POV for an eligible member may be initiated any time while the orders remain in effect and prior to receipt of further PCS orders, as long as the POV storage is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, July 22, 1975).

U5825 EXCESS COST COLLECTION

Excess storage costs, incurred by the Government due to the member's negligence or choice, must be collected (see par. U1010-B8).

★ U5830 CONTINUED POV STORAGE

A. Continued POV Storage for Active Duty Members. A POV may remain in storage, at Government expense for 90 days after return from a foreign OCONUS PDS or TDY on a contingency operation. Storage charges accrued after the 90 days are the member's financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

B. Continued POV Storage Upon Separation from Service or Relief from Active Duty, Retirement, Placement on TDRL, Discharge With Severance or Separation Pay, Involuntary Release from Active Duty With Readjustment or Separation Pay, or Involuntary Separation

1. Separation from Service or Relief from Active Duty. A member who is separated from the Service or relieved from active duty and who has a POV in storage under par. U5805, unless specifically prohibited in par. U5360, is entitled to continued POV storage until the 180th day from the active duty termination date. Storage charges accrued on/after the 181st day are the member's financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

2. Retirement, Placement on TDRL, Discharge With Severance or Separation Pay, Involuntary Release from Active Duty With Readjustment or Separation Pay, or Involuntary Separation. A member who is retired, placed on the TDRL, discharged with severance or separation pay, involuntarily released from active duty with readjustment or separation pay, or involuntarily separated (see Appendix A) and who has a POV in storage under par. U5805, is entitled to be continued in storage for up to 1 year from the active duty termination date (including by a member's death). The circumstances in par. U5365 for extending the 1-year storage limit apply. Storage charges accrued on/after the 366th day are the member's (or dependent's) financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

U5835 CARE AND STORAGE

The Government's responsibility begins when the POV is accepted for storage and continues until the POV is delivered to the member.

Lodging:	\$85 (This is the actual daily amount (not including lodging tax) paid for lodging by the three dependents, which is less than the maximum (\$275) that may be reimbursed. A lodging receipt is required for this amount.)
Daily amount:	\$190 (Daily amount that is payable to dependents within the maximum \$380 established in (c) for costs incurred by the three dependents for 27 days)
Lodging Tax:	\$10.62
Total:	\$200.62 (Actual daily amount (including lodging tax) paid to dependents for costs incurred by the three dependents while at the designated place for 27 days (27 days x \$200.62 = \$5,416.74)).

★ **U6006 LOCAL TRAVEL ALLOWANCES IN AND AROUND SAFE HAVEN AND DESIGNATED PLACE**

Local travel allowances are authorized to be paid when dependents are receiving evacuation per diem allowances and have not taken delivery of a POV shipped to the designated place under par. U6008. In the absence of a POV at the safe haven location, to assist with unexpected local transportation costs a transportation allowance may be paid as follows: for the first evacuated dependent without family, \$10 per day; for first evacuated dependent with one additional family member, \$15 per day; for first evacuated dependent with two or more additional family members \$20 per day. No receipts are required. This allowance is intended to partially offset the expenses these evacuated dependents incur for required travel by commercial transportation (including rental car) between the dependents' place of lodging at the safe haven or designated place and medical/dental appointments, finance office, and family support service center, commissary, pharmacy, post office, etc. in the local area. Allowances under this paragraph may not be paid for days reimbursement is received under par. U6008-D for expenses incurred to rent a motor vehicle.

U6007 HHG TRANSPORTATION

A. General. A member with dependents is entitled to HHG transportation (including unaccompanied baggage as defined in Appendix A) as noted in the following subparagraphs incident to an evacuation of dependents from the member's PDS. Up to 18,000 pounds of HHG may be moved and stored at Government expense minus any weight of HHG otherwise in storage at Government expense for the member. *When dependents select a designated place outside the United States, any tax consequences (ex., import tax) that result from moving HHG there are the responsibility of the member/dependents.* Unaccompanied baggage items may be shipped separately from HHG in an amount not to exceed 350 lbs for each dependent 12 years of age and older, and 175 lbs for each dependent under 12. The provisions of subpar. U5320-B, which establish a 1,000-lb limitation on shipment of unaccompanied baggage by an expedited mode and provide exception authority thereto, apply to an unaccompanied baggage shipment made under this Part. The 1,000-lb limitation applies to the sum of the unaccompanied baggage shipped for the member's family. Nontemporary storage (NTS) of HHG in excess of 18,000 lbs is not authorized. Members who personally procure the HHG transportation authorized below are entitled to reimbursement in accordance with subpar. U5320-D, unless the member has PCS orders, in which case reimbursement is under subpar. U5320-D or E.

B. HHG at PDS When Evacuation Authorized or Ordered. A member, whose HHG are at or in the vicinity of the member's PDS when the evacuation is authorized or ordered is entitled to HHG transportation under subpars. 1 and 2. The official acting as the transportation officer in the area being evacuated is the authority for transporting unaccompanied baggage by expedited mode and for granting increases to the 1,000-lb maximum by commercial air under par. U5320-B. That official may authorize/approve the use of commercial air and/or any weights above 1,000 lbs via commercial air if the dependents will need the items immediately or soon after they arrive at the safe haven or designated place, as appropriate.

NOTE: *Nontemporary storage also may be appropriate for vacating Government quarters in order to meet an unusual Service operational requirement. (See par. U5380-G1a(3)).*

1. Dependents Directed to Move to Safe Haven. When dependents are directed to move to a safe haven under par. U6004, the member is entitled to transportation of:

- a. unaccompanied baggage for the dependents, and

- b. those items of HHG authorized/approved by competent authority as needed for the dependents' comfort and well-being at the safe haven,

from the member's overseas PDS and/or from NTS to the safe haven.

2. Dependents Directed to Select Designated Place. When the dependents are directed to select a designated place and they move to a designated place, or convert their safe haven to a designated place, the member is entitled to transportation of HHG from the member's overseas PDS and/or from NTS to the designated place and/or placement in NTS.

C. HHG En Route to PDS When Evacuation Authorized or Ordered

1. HHG Being Transported on PPGBL. When a member's HHG are en route to the PDS on a PPGBL or have been turned over to the Government for transportation to the member's PDS when an evacuation of the PDS is authorized or ordered, competent authority shall make every reasonable effort to stop the forward movement of HHG to the member's PDS and,

- a. if the dependents are directed to proceed to a safe haven, unaccompanied baggage for the dependents and those items of HHG authorized/approved by competent authority as being needed for the evacuated dependents' comfort and well-being at the safe haven may be diverted to the safe haven, and/or the shipment (or remainder of the shipment) may be diverted to NTS when HHG shipments contain HHG which must be earmarked for both NTS and for shipment to the dependents, the sorting of such shipments to send part of the HHG to NTS and part to the dependents is accomplished at Government expense.

- b. if the dependents are directed to move to a designated place, HHG may be diverted to the designated place and/or the shipment (or remainder of the shipment) may be diverted to NTS. When HHG shipments contain HHG which must be earmarked for both NTS and for shipment to the dependents, the sorting of such shipments to send part of the HHG to NTS and part to the dependents is accomplished at Government expense.

If efforts fail to stop the forward movement of HHG and they arrive at the PDS after the evacuation is authorized or ordered, the member is entitled to transportation of the HHG under subpar. B.

2. HHG of Members Who Personally Arrange for Transportation. When a member personally arranges for transportation of HHG by any means and those HHG are en route to the PDS when the evacuation is authorized or ordered, efforts to direct the HHG to the safe haven, designated place, and/or NTS as appropriate remain the member's personal responsibility. If the HHG subsequently arrive at the member's PDS, the member is entitled to transportation of the HHG under subpar. B.

D. Transportation of HHG Incident to Authorized or Directed Movement of Dependents From Safe Haven and When Dependents Convert Their Safe Haven to Designated Place

1. Dependents Move From Safe Haven to Safe Haven. When dependents are authorized or directed to proceed from one safe haven to another safe haven, the member is entitled to transportation of:

- a. unaccompanied baggage,
- b. items of HHG (other than unaccompanied baggage items) which had been transported to the former safe haven under subpar. B or C, and
- c. authorized items of HHG (other than unaccompanied baggage items) acquired while at the safe haven which competent authority determines was necessary for the evacuated dependents' comfort and well-being at the safe haven,

from the former safe haven to the new safe haven.

(d) Actual total daily amount, within the maximum amounts shown in (c) (\$105 for M&IE and up to \$275 for lodging), that is paid for 27 days (15 August to 10 September) is determined as follows:

M&IE:	\$105 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the three dependents. No itemization or receipts are required.)
Lodging:	\$85 (This is the actual daily amount (not including lodging tax) paid for lodging by the three dependents, which is less than the maximum (\$275) that may be reimbursed. A lodging receipt is required for this amount.)
Daily amount:	\$190 (Daily amount that is payable to dependents (within the maximum \$380 established in (c) for costs incurred by the three dependents for 27 days)
Lodging Tax:	\$10.62
Total:	\$200.62 (Actual daily amount (including lodging tax) paid to dependents for costs incurred by the three dependents while at the designated place for 27 days (27 days x \$200.62 = \$5,416.74).

★ **U6055 LOCAL TRAVEL ALLOWANCES IN AND AROUND SAFE HAVEN AND DESIGNATED PLACE**

Local travel allowances are authorized to be paid when dependents are receiving evacuation per diem allowances and do not have a POV at the safe haven or the designated place. In the absence of a POV at the safe haven location, to assist with unexpected local transportation costs a transportation allowance may be paid as follows: for the first evacuated dependent without family, \$10 per day; for first evacuated dependent with one additional family member, \$15 per day; for first evacuated dependent with two or more additional family members \$20 per day. No receipts are required. This allowance is intended to partially offset the expenses such evacuated dependents incur for required travel by commercial transportation (including rental car) between the dependents' place of lodging at the safe haven or designated place and medical/dental appointments, finance office, and family support service center, commissary, pharmacy, post office, etc. in the local area. Allowances under this paragraph may not be paid for days reimbursement is received under par. U6057-D for expenses incurred to rent a motor vehicle.

U6056 HHG TRANSPORTATION

A. General. A member with dependents is entitled to HHG transportation (including unaccompanied baggage as defined in Appendix A) as noted in the following subparagraphs incident to an evacuation of dependents from the member's PDS. Up to 18,000 pounds of HHG may be moved and stored at Government expense minus any weight of HHG otherwise in storage at Government expense for the member. *When dependents select a designated place outside the United States, any tax consequences (ex., import tax) that result from moving HHG there are the responsibility of the member/dependents.* Unaccompanied baggage items may be shipped separately from HHG in an amount not to exceed 350 lbs for each dependent 12 years of age and older, and 175 lbs for each dependent under 12. The provisions of subpar. U5320-B, which establish a 1,000-lb limitation on shipment of unaccompanied baggage by an expedited mode and provide exception authority thereto, apply to an unaccompanied baggage shipment made under this Part. The 1,000-lb limitation applies to the sum of the unaccompanied baggage shipped for the member's family. NTS of HHG in excess of 18,000 lbs is not authorized. Members who personally procure the HHG transportation authorized below are entitled to reimbursement in accordance with subpar. U5320-D, unless the member has of PCS orders, in which case reimbursement is under subpar. U5320-D or E.

B. HHG at PDS When Evacuation Authorized or Ordered. A member, whose HHG are at or in the vicinity of the member's PDS when the evacuation is authorized or ordered, is entitled to HHG transportation under subpars. 1 and 2. The official acting as the transportation officer in the area being evacuated is the authority for transporting unaccompanied baggage by expedited mode and for granting increases to the 1,000-lb maximum by commercial air under par. U5320-B. That official may authorize/approve the use of commercial air and/or any weights above 1,000 lbs via commercial air if the dependents shall need the items immediately or soon after they arrive at the safe haven or designated place, as appropriate.

NOTE: *Nontemporary storage also may be appropriate for vacating Government quarters in order to meet an unusual Service operational requirement (See par. U5380-G1a(3)).*

1. Dependents Directed to Move to Safe Haven. When dependents are directed to move to a safe haven under par. U6053, the member is entitled to transportation of:

- a. unaccompanied baggage for the dependents, and
- b. those items of HHG authorized/approved by competent authority as needed for the dependents' comfort and well-being at the safe haven,

from the member's CONUS PDS and/or from NTS to the safe haven.

2. Dependents Directed to Select Designated Place. When the dependents are directed to select a designated place and they move to a designated place, or convert their safe haven to a designated place, the member is entitled to transportation of HHG from the member's CONUS PDS and/or from NTS to the designated place and/or placement in NTS.

C. HHG En Route to PDS When Evacuation Authorized or Ordered

1. HHG Being Transported on PPGBL. When a member's HHG are en route to the PDS on a PPGBL or have been turned over to the Government for transportation to the member's PDS when an evacuation of the PDS is authorized or ordered, competent authority shall make every reasonable effort to stop the forward movement of HHG to the member's PDS and,

- a. if the dependents are directed to proceed to a safe haven, unaccompanied baggage for the dependents and those items of HHG authorized/approved by competent authority as being needed for the evacuated dependents' comfort and well-being at the safe haven may be diverted to the safe haven, and/or the shipment (or remainder of the shipment) may be diverted to NTS. When HHG shipments contain HHG which must be earmarked for both NTS and for shipment to the dependents, the sorting of such shipments to send part of the HHG to NTS and part to the dependents is accomplished at Government expense;
- b. if the dependents are directed to move to a designated place, HHG may be diverted to the designated place and/or the shipment (or remainder of the shipment) may be diverted to NTS. When HHG shipments contain HHG which must be earmarked for both NTS and for shipment to the dependents, the sorting of such shipments to send part of the HHG to NTS and part to the dependents are accomplished at Government expense.

If efforts fail to stop the forward movement of HHG and they arrive at the PDS after the evacuation is authorized or ordered, the member is entitled to transportation of the HHG under subpar. B.

2. HHG of Members Who Personally Arrange for Transportation. When a member personally arranges for transportation of HHG by any means and those HHG are en route to the PDS when the evacuation is authorized or ordered, efforts to direct the HHG to the safe haven, designated place, and/or NTS as appropriate remain the member's personal responsibility. If the HHG subsequently arrive at the member's PDS, the member is entitled to transportation of the HHG under subpar. B.

D. Transportation of HHG Incident to Authorized or Directed Movement of Dependents From Safe Haven and When Dependents Convert Their Safe Haven to Designated Place

1. Dependents Move From Safe Haven to Safe Haven. When dependents are authorized or directed to proceed from one safe haven to another safe haven, the member is entitled to transportation of:

- a. unaccompanied baggage,
- b. items of HHG (other than unaccompanied baggage items) which had been transported to the former safe haven under subpar. B or C, and

(2) Active Duty at More Than One Location. When the active duty is to be performed at more than one location, per diem or AEA is payable at any location where the duty is for less than 20 weeks as provided for TDY in Chapter 4.

Effective 1 November 1999

d. Active Duty and Active Duty Extensions (Other Than Training) of 140 or More Days

(1) Except when paid station allowances under subpar. G2, a member away from home for other than training purposes who is called to active duty for:

- (a) a period of 140 or more days, or
- (b) less than 140 days but extended to be 140 or more days (from the extension date),

may be authorized per diem for the entire period if the call to active duty/extension is required by:

- (c) unusual circumstances,
- (d) emergency circumstances, or
- (e) exigencies of the Service concerned,

as determined by the Secretarial Process.

(2) Per diem, travel and transportation allowances, when authorized are paid as for any member on TDY.

5. TDY Per Diem Computation. When a member is ordered on TDY away from the PDS as indicated in subpar. 4c(1), per diem or AEA is computed under Chapter 4.

B. Active Duty Without Pay

1. Standby Reserve. There is no entitlement to travel and transportation allowances for members of the Standby Reserve of the Armed Forces who voluntarily perform active duty training without pay.

★ *(NOTE: Subpar. 2 is effective as of 10 February 1996.)*

2. Technicians (Dual Status). Per diem may be authorized by the Secretarial Process for dual status military technicians (as described in 10 U.S.C. §10216) while on leave from technical employment and performing active duty without pay (as authorized by 5 U.S.C. §6323(d)) outside the United States.

3. Others. Except as provided in subpar. 2, other reserve component members who perform duty described in subpar. A without pay may be entitled to occasional meals, quarters, or the applicable automobile or motorcycle mileage rate, for travel to and from their duty stations, including travel required in connection with qualifying physical examinations or conditions precedent to the duty involved. They are not entitled to per diem and AEA at the duty station (44 Comp. Gen. 615 (1965); 46 id. 319 (1966)).

C. Inactive Duty Training With Pay

1. General. The following definitions apply to this subparagraph.

a. Assigned Unit. For travel allowance purposes, a reserve member's assigned unit is the designated post of duty.

b. TDY Station. An alternate site outside the local commuting area (see par. U3500-B) of the member's assigned unit or home.

2. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area

a. Entitlement. There is no entitlement to travel or transportation allowances for:

(1) inactive duty training at the:

- (a) training duty station,
- (b) drill site,
- (c) city/town where the assigned unit is located, or in the
- (d) local area of assigned unit or home, or

(2) travel between home and:

- (a) the assigned unit,
- (b) the place of attendance at unit training assemblies, or
- (c) the place of duty instead of a unit training assembly.

b. Transportation Reimbursement. Reimbursement of transportation expenses incurred on official business in and around the:

- (1) training duty station,
- (2) drill site, or
- (3) city/town,

may be authorized/approved under Chapter 3, Part F. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit. The member is financially responsible for travel from home to the assigned unit.

Example 1: A member's home is Springfield, VA, and assigned unit (ordinary drill site) is Ft. Belvoir, VA, (18 miles round trip). The member drives to alternate duty site at the Pentagon (38 miles round trip). The member is due reimbursement for 20 miles $(38 - 18) @ \$0.325 = \6.50 .

Example 2: A member's home is St. Louis, MO, and assigned unit is the Pentagon (in VA) (842 miles). The member ordinarily flies to Washington National and takes subway to the Pentagon. In this instance, the member drills at an alternate duty site, Andrews AFB, MD, which is inside the local area. The member flies to Washington National and takes a taxi to Andrews AFB, MD (850 miles from St. Louis). The member is due reimbursement for 8 miles $(850 - 842) \times 2$ (roundtrip) $@ \$0.325 = \5.20 .

3. Travel from Home/Assigned Unit to TDY Station

a. Entitlement. A member directed to travel from the home/assigned unit to a TDY station is entitled to the TDY allowances in Chapter 4.

b. Transportation Reimbursement. When the member travels directly from the home/assigned unit to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

space-required Government transportation is not reasonably available (***NOTE: Commanders must determine "reasonable availability" after considering frequency and scheduling of flights, and other relevant circumstances (including those personal to the member).***)

1. Reimbursement for transportation costs shall not exceed the cost of Government-procured commercial air transportation between authorized locations.

NOTE: Reimbursement is authorized only for air transportation.

2. For eligible dependents, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel not authorized under subpar. U5242-A incident to the burial of a deceased member.
3. Travel across CONUS is at Government expense if a member or dependent must transit the CONUS to reach the OCONUS emergency (leave) point.

★ B. Eligibility

1. Eligible Members. Eligible members are those:
 - a. on permanent duty OCONUS,
 - b. assigned to an OCONUS ship or unit operation, or
 - c. with OCONUS domiciles who are on permanent duty or initial training (or are described in par. U7125-A or B) in CONUS.

NOTE: Cadets/midshipmen are not eligible members for this transportation.

2. Eligible Dependents. Eligible dependents are those who:
 - a. are command sponsored and reside OCONUS with the member,
 - b. reside at an OCONUS location and for whom the member receives a station allowance, or
 - c. reside in CONUS and the member:
 - (1) is on permanent duty OCONUS, or
 - (2) has an OCONUS domicile and is on permanent duty in CONUS.
3. Domicile. As used in this paragraph, domicile is a member's HOR or place:
 - a. from which first called (or ordered) to active duty,
 - b. of first enlistment, or
 - c. of permanent legal residence.

A member's domicile is relevant to personal emergency transportation entitlement only if the member is stationed in CONUS. A dependent's domicile is not relevant.

C. Authorized Locations. Eligible members and eligible dependents are authorized transportation from an originating location to a destination point. They are authorized return transportation from the destination point to the originating location or PDS, if transportation is provided to the destination point under this paragraph.

NOTE: *Reimbursement is authorized only for air transportation.*

1. Members and Dependents OCONUS. For members described in subpar. B1a and b and dependents described in subpar. B2a and b:

a. Authorized originating locations are:

- (1) a member's PDS;
- (2) dependents' other OCONUS location; or
- (3) member's or dependents' location when notified of the personal emergency;

b. Authorized destination points are:

(1) Either:

(a) the CONUS international airport nearest to the location from which the member/dependents departed to which a scheduled direct flight is available along a normally traveled international route; or

(b) any other CONUS airport that is closer to the traveler's destination if the cost of the transportation to the other airport is less than the cost of transportation to the international airport described in (a) above; (**NOTE:** *This creates a cost limit to be used for transportation.* Example: Member's PDS is Stuttgart. Emergency leave is approved with leave location in Cleveland, Ohio. Next available flight departs Stuttgart International Airport with routing through London International Airport to JFK International Airport (NY), the closest CONUS international airport to Stuttgart. The cost for transportation paid by the Government from Stuttgart to Cleveland may not exceed the cost for transportation from Stuttgart International Airport through London International Airport to JFK International Airport (NY). (OCONUS connections along the route of travel are permissible.)); or

(2) an airport in a nonforeign OCONUS area (see Appendix A); or

(3) any other OCONUS location, as determined by the Secretarial Process.

NOTE: *There is no entitlement to one-way emergency leave transportation from CONUS back to an OCONUS PDS.*

2. Members and Dependents in CONUS. For members described in subpar. B1c and dependents described in subpar. B2c:

a. Authorized originating locations are the international airports nearest the:

- (1) member's PDS, or
- (2) member's or dependents' location when notified of the personal emergency.

b. Authorized destination points are:

- (1) an international airport in a nonforeign OCONUS area; or
- (2) any other OCONUS location, as determined by the Secretarial Process.

PART D: MISCELLANEOUS CONDITIONS AFFECTING PAYMENT OF ALLOWANCES

U9300 MEMBERS ASSIGNED TO SHIPS OR FLEET UNITS

A. Member With Dependents Assigned to Duty Aboard a Ship or Other Fleet Unit. A member with dependents assigned to duty aboard a ship or other fleet unit having an assigned OCONUS homeport is entitled to receive the appropriate station allowances for a member with dependents when supported by a statement of the member's commanding officer, or an officer designated by the commanding officer for that purpose, that the dependents have established a residence at or in the vicinity of the homeport. The applicable station allowances are payable in such cases even though the member is being fed, quartered, or both, in kind aboard ship or with the member's fleet unit. The rates payable are the rates applicable to the homeport of the ship or fleet unit. When determining the rates of station allowances payable, and the rules applicable under this Part, to a member assigned to a vessel or fleet unit whose dependents have established a residence at or in the vicinity of the homeport of such vessel or fleet unit, such homeport is considered as though it were the "member's duty station" or "PDS."

B. Member Assigned to Duty Aboard a Two-Crew Submarine (SSBN)

★ 1. When Member Reports to Homeport Before Reporting on Board. When a member, assigned by PCS orders to a two-crew nuclear submarine (SSBN), reports to the homeport of the vessel, the member is entitled to station allowances. When determining the rates payable and the rule applicable, the homeport of the vessel is considered as though it were the member's PDS (see pars. U2200-C3 and U4102-I (57 Comp. Gen. 178 (1977))).

2. Member Without Dependents Ordered to TDY at Homeport. The payment of HA and COLA is authorized under Parts B1 and B2 to a member without dependents assigned to a two-crew nuclear submarine (SSBN) after reporting on board, while the member is performing TDY ashore, for training and rehabilitation for periods of more than 15 days at the OCONUS homeport of the vessel. When determining the rates payable and rules applicable in connection with HA and COLA under this subparagraph, the homeport of the vessel is considered as though it were the member's duty station. This subparagraph does not apply to entitlements other than HA and COLA (53 Comp. Gen. 535 (1974)).

C. Fractional COLA for Member Without Dependents. A member without dependents assigned to duty aboard a ship or other fleet unit having an assigned OCONUS homeport is entitled to a fractional COLA as prescribed in par. U9156 when the member is not in a travel status but whose duty requires the member to be absent from the PDS during one or more meals (54 Comp. Gen. 333 (1974)).

D. Officer Without Dependents Assigned to Sea Duty-Quarters Become Uninhabitable (Not Applicable to Coast Guard Except When Operating as a Service in the Navy). An officer, without dependents and assigned to a ship or an afloat staff homeported OCONUS, is entitled to HA when quarters on board become uninhabitable due to overhaul and/or repairs and there are no Government quarters available ashore. A COLA is authorized when there is no Government mess available ashore or aboard ship. When determining the rates payable in connection with HA and COLA under this subparagraph, the rates applicable to the location of overhaul or repair of the ship shall apply (B-188481, June 13, 1978).

U9301 MEMBERS ORDERED PCS TO A DEPENDENT RESTRICTED OR UNACCOMPANIED TOUR

A. General. A member with dependents who is reassigned from an OCONUS PDS to a dependent restricted or unaccompanied tour at an OCONUS PDS may be authorized to receive station allowances as provided in this paragraph. Such authorization cannot be retroactive. A member who is reassigned from a PDS in CONUS to a PDS in a dependent restricted tour area or to an OCONUS unaccompanied tour is entitled to station allowances on behalf of dependents when the dependents move to a designated OCONUS location pursuant to pars. U5222-C3a, U5222-C4, U5222-D1, item b, c or d (68 Comp. Gen. 167 (1989)).

B. Reassignment from CONUS or from Overseas from Other Than a Dependent Restricted or Unaccompanied Tour to a Dependent Restricted or Unaccompanied Tour

Change 167

11/1/00

U9D-1

Effective 19 June 2000

1. Dependents Remain in Vicinity of Old PDS (Includes Spouse Separated from the Service or Relieved from Active Duty After Effective Date of Spouse's PCS Order). A member on OCONUS duty whose dependents are residing in the vicinity of the member's PDS at the time orders are issued reassigning the member to a dependent restricted or unaccompanied tour is entitled to station allowances for the old PDS in the same manner as if the member were present there for duty for the period dependents continue to reside in the vicinity of the old PDS, if authorized at a level specified by the Secretary concerned. The Secretarial authorization is not required if the PCS orders state the member is scheduled to be assigned back to the old PDS to serve an accompanied tour immediately after completing the dependent restricted or unaccompanied tour. If the member's new PDS is in the same country, state (when in Alaska or Hawaii), or territory or possession of the United States as the old PDS, station allowances under this subparagraph may be approved at a level specified by the Secretary concerned if the member is required to maintain two separate households (i.e., the member cannot commute daily from the dependents' location to the PDS). In this case, the dependents are not in the "vicinity" of the member's PDS even though they are located in the same country.

2. Dependents Move to Designated Place. If dependents move to a designated place under par. U5222-C3a, U5222-C4, item b or item c, or U5222-D1, item b, item c or item d, the member is entitled to station allowances (includes TLA when member's PDS is reclassified from other than an overseas dependent restricted tour PDS to a dependent restricted tour PDS (59 Comp. Gen. 353 (1980)) applicable to that designated place in the same manner as if the member were there present for duty when supported by a copy of the dependent travel authorization and by the member's statement that the dependents have established a residence at the designated OCONUS place. Entitlement to station allowances for the old PDS, if authorized under subpar. 1, shall not continue beyond the day before the date the dependents depart from the vicinity of the old station. Entitlement to station allowances authorized in Parts B1 and B2 and par. U9200 at the rates authorized for the designated place shall begin on the date the dependents arrive there.

3. Member Serves Dependent Restricted Tour at the First PDS. When a member serves a dependent restricted tour at the first PDS, entitlement to station allowances for dependents is based on locations described in par. U5222-D1, items b, c, or d if the dependents have been authorized/approved to reside there through the Secretarial Process.

C. Reassignment from a Dependent Restricted or Unaccompanied Tour to Another Dependent Restricted or Unaccompanied Tour

1. Dependents Continue to Remain at Member's Prior PDS or Previously Designated Place. A member transferred between dependent restricted tour(s) or unaccompanied tour(s), where dependents do not move, continues to be entitled to station allowances on the same basis and under the same conditions as authorized in subpar. B1 or B2.

2. Dependents Move from Member's Prior PDS to a Designated Place or from a Designated Place to Another Designated Place. A member transferred between dependent restricted tour(s) or unaccompanied tour(s) in which dependents are not permitted to establish a residence is entitled to the station allowances on the same basis and under the same conditions as authorized in subpar. B2.

D. Member's PDS Declared a Dependent Restricted Tour Area. When dependents are residing in the vicinity of member's PDS at the time such PDS is declared to be an area in which dependents may not reside, station allowances entitlement is as authorized in subpar. B2 or par. U9304, as applicable.

E. Entry Permission Withdrawn While Dependents en Route. If dependents are en route to a member's PDS, or to a designated place to which transportation of dependents at Government expense has been authorized, when the PDS is declared a dependent restricted tour area or further orders are issued assigning the member to another dependent restricted tour area, the member is entitled to the station allowances as a member with dependents prescribed in Parts B1 and B2 and par. U9200 for the place to which dependents are diverted, beginning on the day

they arrive there and terminating on the day before the day the dependents depart therefrom, or as otherwise prescribed in subpar. G. Payment is supported by a statement of the member's commanding officer, or an officer designated by the commanding officer for that purpose, that the dependents were notified that permission to complete their travel had been withdrawn and that the dependents were directed to proceed to a specified place to await further instructions.

F. Subsequent Reassignment to Unrestricted Area. Upon subsequent PCS to a PDS to which transportation of dependents is authorized (par. U5222-D4), entitlement to station allowances under this paragraph terminates as provided in pars. U9101-B and U9151-B.

G. Payment of Allowances to Member at Dependent Restricted Tour or Unaccompanied Tour Station. During the period a member is entitled to station allowances under this paragraph, the member also is entitled to station allowances, if any, prescribed for a member without dependents at the new PDS.

U9302 MEMBERS ASSIGNED PCS AS OBSERVERS TO ANY UNITED NATIONS (UN) PEACEKEEPING ORGANIZATION

Members assigned PCS as observers to any United Nations (UN) Peacekeeping Organization, who are in receipt of UN mission subsistence allowance (mission per diem), are entitled to station allowances under this Chapter only to the extent that the station allowances paid when added to the UN mission subsistence allowance do not exceed the station allowance entitlement of a member permanently assigned to other than a UN Peacekeeping Organization in the same area. In no event shall the UN mission subsistence allowance be reduced. For members assigned TDY as observers to any UN Peacekeeping Organization, see par. U7125-F.

U9303 STATION ALLOWANCES ENTITLEMENT WHEN BOTH HUSBAND AND WIFE ARE MEMBERS

A. When Separate Households are Maintained. When both husband and wife are members and separate households are maintained at or in the vicinity of their OCONUS PDS or PDSs, each is individually entitled to station allowances in their own right as a member with or without dependents, as applicable, based on whether the member concerned has a dependent at or in the vicinity of the overseas PDS. For COLA entitlement for member married to member E-5 and below serving on sea duty, see par. U9100-E1a(10). In no case shall a spouse who also is a member on active duty be a dependent for entitlement purposes in this Part.

B. Cost-of-Living Allowance When Joint Household Maintained. When both husband and wife are members and a joint household is maintained at or in the vicinity of their OCONUS PDS, only one member is entitled to COLA at the with dependent rate based on the presence of a dependent(s), while the other member is entitled to COLA at the without dependent rate, except when both members are receiving BAQ at the with dependent rate and one or both BAQs are based on a dependent parent residing with the member(s). In no case shall a spouse who also is a member on active duty be considered a dependent for entitlement purposes.

U9304 STATION ALLOWANCES INCIDENT TO EVACUATION OF MEMBER'S PDS

A. Members With Dependents

1. Overseas Housing Allowance. A member, whose dependents are evacuated and who was entitled to OHA at the with dependents rate on the date of such evacuation, is entitled to continue to be paid such allowances while the member's PDS remains unchanged, provided the following conditions exist:

- a. early return of the dependents to the vicinity of the member's PDS is anticipated;
- b. the member continues to maintain family-type quarters at personal expense during the absence of the dependents; and
- c. the period for which such payment is made does not exceed 6 months.

Commanding officers shall review each case on its own merits; they shall encourage members to terminate their family-type quarters when it becomes apparent that dependents shall not return.

2. Cost-of-Living Allowance. COLA at the with dependents rate is terminated effective on the date the dependents depart incident to the evacuation. Thereafter, until return of the dependents to the member's PDS, the member is without dependents for the purpose of COLA.

3. Station Allowances at Designated Place. A member is entitled to station allowances as indicated below at the with dependents rate for the location of the designated place beginning the day after per diem terminates when:

- a. command-sponsored dependents are evacuated from OCONUS or dependents are evacuated from CONUS, and they
- b. reside at an authorized/approved designated place
 - (1) outside the United States (OHA and COLA), or
 - (2) in Alaska or Hawaii (COLA only).

See subpar. U9101-B and U9151-B for COLA/OHA termination.

B. Members Without Dependents

1. Overseas Housing Allowances. A member without dependents, who was entitled to OHA at the PDS on the date an evacuation is ordered or authorized and who continues to maintain commercial bachelor quarters, shall continue to be entitled to such allowances even though the member temporarily may be required to occupy Government quarters for all or any portion of the period involved. When the commanding officer believes the member shall not be permitted to return to the commercial housing in the foreseeable future, the commander shall encourage the member to terminate the commercial housing at the earliest practical date and shall terminate OHA concurrent with the termination of the commercial housing.

2. Cost-of-Living Allowance and TLA. COLA and TLA for members without dependents shall be paid during the period of an evacuation based on the conditions and circumstances prescribed in Part B2 and par. U9200.

U9305 VOUCHERS AND SUPPORTING DOCUMENTS

Regulations governing the preparation of vouchers and supporting documents are as prescribed by the Service concerned.

3. usually is transported by an expedited mode because it's needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.

NOTE 1: Unaccompanied baggage in connection with permanent duty and COT/IPCOT travel may consist of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances or furniture must not be included in unaccompanied baggage.

NOTE 2: In connection with an extended TDY assignment, unaccompanied baggage is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.

BLANKET TRAVEL ORDER. (Also called *Repeat Travel Order, Unlimited Open Travel Order, or Limited Open Travel Order.*) An order issued to a traveler who regularly and frequently makes trips away from the PDS within certain geographical limits for a specific time period in performance of regularly assigned duties. (Also see *Travel Orders.*) (***NOTE: Blanket travel orders are not used in DTS.***)

CALENDAR DAY. The 24-hour period from one midnight to the next midnight. (***NOTE: The calendar day technically begins one second after midnight (reflects as 0001) and ends at midnight (2400.)***)

CERTIFICATED AIR CARRIER. See U.S. Flag Air Carrier.

CIRCUITOUS TRAVEL. Travel by a route other than the one that normally would be prescribed by a transportation officer between the places involved.

COMMAND, UNIFIED. A command with a broad and continuing mission under a single commander, composed of significant assigned components of two or more Military Departments, and established by the President, through the Secretary of Defense with advice from the Chairman, Joint Chiefs of Staff.

COMMANDANT'S PAROLE. The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole the Secretary concerned has approved and whose court-martial sentence has not been ordered executed because appellate review of the case has not been completed. (***NOTE: The prisoner must remain under the supervision of the Commandant of a U.S. disciplinary barracks.***)

COMMAND SPONSORED DEPENDENT. See **DEPENDENT, COMMAND SPONSORED.**

COMMERCIAL POV STORAGE FACILITY. Any commercial fee-for-service facility open to the public for daily or long-term storage of motor vehicles.

COMMERCIAL TRANSPORTER. A transporter operating under the Interstate Commerce Commission Termination Act of 1995 (Public Law 104-88) in interstate commerce or under appropriate State statutes in intrastate commerce.

COMMERCIAL TRAVEL OFFICE (CTO). A commercial activity providing a full range of commercial travel and ticketing services under a contract and/or memorandum of understanding with the Government.

COMMON CARRIER. Private-sector supplier of air, rail, bus, or ship transportation.

CONFERENCE. A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR 410.404.

CONSECUTIVE OVERSEAS TOUR (COT). (Also see **IN PLACE CONSECUTIVE OVERSEAS TOUR.**) The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS.

CONTINENTAL UNITED STATES (CONUS). The 48 contiguous States and the District of Columbia.

CONTINGENCY OPERATION. A military operation that:

1. is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or
2. results in the call or order to, or retention on, active duty of members of the uniformed services under 10 U.S.C. §688, §12301(a), §12302, §12304, §12305, or §12406; Chapter 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

CONTRACT CARRIERS. U.S. certificated air carriers that are under contract with the Government to furnish Federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA's scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD)

The DoD standard source for worldwide distance information based on city to city distance (*not* zip code to zip code) replacing *all* other sources used for computing distance (except airplanes). For more information refer to the DTOD website at <http://www.dtod-mtmc.belvoir.army.mil>.

★ **DEPARTMENT OF DEFENSE (DOD) COMPONENTS.** The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff), American Forces Information Service, Ballistic Missile Defense Organization, Defense Advanced Research Projects Agency, Defense Commissary Agency, Defense Contract Audit Agency, Defense Contract Management Agency, Defense Finance and Accounting Service, Defense Information Systems Agency, Defense Intelligence Agency, Defense Legal Services Agency, Defense Logistics Agency, Defense Prisoner of War/Missing Personnel Office, Defense Security Cooperation Agency, Defense Security Service, Defense Threat Reduction Agency, Department of Defense Education Activity, Department of Defense Human Resources Activity, Department of Defense Inspector General, the Department of the Army, the Department of the Air Force, the Department of the Navy (including the Marine Corps), National Imagery & Mapping Agency, National Security Agency/Central Security Service, Office of Economic Adjustments, TRICARE Management Activity, Uniformed Services University of the Health Sciences, United States Court of Appeals for the Armed Forces, and Washington Headquarters Services.

DEPENDENT. Defined by 37 U.S.C. §401.

NOTE: Exception. For entitlement purposes under JFTR:

1. *a member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for purposes of travel between the port of overhaul, inactivation or construction, and the homeport as authorized in par. U7115-A, or for transportation for survivors of a deceased member authorized in par. U5242-A1;*
2. *a child is treated as a dependent of either a mother and father who are members on active duty (i.e., only 1 member may receive allowances on behalf of the child);*
3. *a member may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 U.S.C. §204.*

Except for transportation to obtain OCONUS medical care (JFTR, par. U5240-G1), any of the following individuals: (See exception **NOTES** above.)

1. a member's spouse;
2. a member's unmarried child under 21 years of age (including an infant born after the effective date of PCS orders when the mother's travel to the new PDS before the child's birth was precluded by Service regulations

contractors are not eligible to use GSA's contract city pair fares. ITOs must not be issued for Contractors at the Government contract fare, nor should contractor travel be issued on Government centrally billed accounts at the Government contract fare. For more information contact:

Services Acquisition Center (FCXB)
Federal Supply Service
General Services Administration
Washington, DC 20406
(703) 305-7261

3. Discount Rail Service. AMTRAK voluntarily offers discounts to Federal travelers on official business. These discounted rates may be extended to eligible contractors traveling on official Government business. A contractor-issued letter of identification is required (see subpar. 8).

4. Discount Hotel/Motel Practices. Several thousand lodging providers extend discount-lodging rates to federal travelers. Many currently extend their discount rates to eligible contractors traveling on official Government business. A contractor-issued letter of identification is required (see subpar. 8). For more information contact:

GSA Travel and Transportation (9FBT-1)
450 Golden Gate Avenue, 4th Floor W
San Francisco, CA 94102
(415) 522-4671

- ★ 5. DoD Car Rental Practices. DoD's Military Traffic Management Command (MTMC) negotiates special rate agreements with car rental companies available to all Government employees while traveling on official Government business. Some car rental companies offer these discount rates to eligible Government contractors at the vendor's option, with appropriate identification from the contracting DoD component (see par. 8). For more information contact:

Military Traffic Management Command
ATTN: MTOP-AQ
Hoffman Building II, Room 10N35
200 Stovall Street
Alexandria, VA 22332-5000
(703) 428-3270/1, DSN 328
Complaints/Discrepancies/Claims (703) 428-3008

or see the MTMC website at <http://dcsop.mtmc.army.mil/travel/car/default.htm>.

6. Vendor requirements. The entity providing the service may require that the Government authorized contractor furnish a letter of identification signed by the authorizing DoD component's contracting officer. Paragraph 8 illustrates a standard letter of identification to request eligible Government contractors use of travel and/or transportation discounts negotiated by the Government, where available.

7. DoD Component Responsibilities. DoD components should know which hotels and car rental companies offer Government discount rates to Government contractors and ensure that their authorized contractors know how to obtain this information. This information is provided to and published by several commercial publications including the Official Airline Guides Official Traveler (800) DIAL-OAG, Innovata (800) 846-6742, and National Telecommunications (201) 928-1900. In addition, GSA contract Travel Management Centers (TMCs) and DoD's Commercial Travel Offices (CTOs) have this information.

All DoD components should circulate this information to contracting officers and to Government authorized contractors, where applicable. For more information contact:

Renita Townsend Nowlin
Service Acquisition Center

Service Contracts Division (FCXB)
Crystal Mall #4, Room 506
Washington, DC 20406
(703) 305-7640

8. Contractor Letter of Identification. DoD components should furnish Government contractors with the following identification letter, for presentation to AMTRAK, hotel/motel, car rental firms and/or use of DoD facilities (when permitted) upon request. It should be noted, however, that the vendors are under no obligation to extend the discounted Government rates to contractors working on behalf of the Federal Government.

OFFICIAL AGENCY LETTERHEAD

TO: Participating Vendor

SUBJECT: OFFICIAL TRAVEL OF GOVERNMENT CONTRACTORS

(FULL NAME OF TRAVELER), the bearer of this letter, is an employee of (COMPANY NAME) which has a Government contract number (CONTRACT NUMBER) with this agency. During the period of the contract (GIVE DATES), **AND ONLY IF THE VENDOR PERMITS**, the named bearer is eligible and authorized to use available travel discount rates in accordance with Government contracts and/or agreements. **Government Contract City Pair fares are not available to Contractors.**

SIGNATURE, Title and telephone number of Contracting Officer

**APPENDIX L
ACTUAL EXPENSE ALLOWANCE (AEA)
CHANNELS OF SUBMISSION**

A. Requests for an AEA not to exceed the 150 Percent Ceiling. Except under the circumstances in par. C, requests for an AEA not to exceed the 150 percent ceiling established in the JFTR, par. U4210-B1 and 2 or the JTR, par. C4602-B1 and 2 are submitted to the appropriate office listed below or as otherwise designated by the Service concerned and should arrive at least 10 days before travel begins. The order-issuing/authorizing official, or the official who levies the requirement for the TDY assignment if different from the order-issuing/authorizing official, determines if an AEA is warranted. Authority to authorize/approve AEAs is delegated as indicated below.

NOTE: *Do not send AEA requests directly to the PDTATAC.*

1. Office of the Secretary of Defense: For Washington Headquarters Services, and DoD Field Activities and Defense Agencies not specifically listed: Order issuing/Authenticating/Authorizing official;

a. American Forces Information Service
ATTN: RM Administration
601 North Fairfax Street
Alexandria, VA 22314-2007

b. Ballistic Missile Defense Organization
ATTN: Director Management Operations
7100 Defense Pentagon
Washington, DC 20301-7100

c. Defense Advanced Research Projects Agency
Office of Administration and Small Business
3701 North Fairfax Drive
Arlington, VA 22203-1714

d. Defense Commissary Agency
ATTN: SAA
38th Street and E Avenue
Fort Lee, VA 23801-6300

★ e. Defense Contract Management Agency
ATTN: DCMA-FB
8725 John J. Kingman Road
Fort Belvoir, VA 22060-6221

f. Defense Finance and Accounting Service (DFAS): Principal Deputy/Deputy Directors, Assistant Deputy Directors, and General Counsel at Headquarters; Directors/ Principal Deputy Directors at DFAS Centers and Operating Locations, and Directors/ Assistant Directors at Financial Systems organization/Activities for assigned personnel and other DFAS personnel under their command and control. ***This authority shall not be re-delegated.***

g. Defense Information Systems Agency
ATTN: BLA
701 South Courthouse Road
Arlington, VA 22202-2199

- h. Defense Intelligence Agency
Deputy Comptroller for Financial policy and Accounting (OC-4)
Washington, DC 20340-3035
- i. Defense Legal Services Agency
ATTN: Attorney Manager
1600 Defense Pentagon
Washington, DC 20301-1600
- j. Defense Logistics Agency
Office of the Comptroller
8725 John J. Kingman Rd., Suite 533
Ft. Belvoir, VA 22060-6221
- k. Defense Prisoner of War/Missing Personnel Office
ATTN: Resource Management Directorate
1745 Jefferson Davis Highway, Suite 800
Arlington, VA 22205-2816
- l. Defense Security Cooperation Agency
ATTN: Deputy Director, Resource Management
1111 Jefferson Davis Highway, Suite 303
Arlington, VA 22205-2400
- m. Defense Security Service
ATTN: Comptroller
1340 Braddock Place
Alexandria, VA 22314-1651
- n. Defense Threat Reduction Agency
ATTN: Finance Management Office
45045 Aviation Drive
Dulles, VA 20166-7515
- o. Department of Defense Contract Audit Agency
Headquarters, Assistant Director, Resources
8725 John J. Kingman Road, Suite 2135
Fort Belvoir, VA 22060-6219
Regional Directors of DCAA Regio at Eastern, Northeastern, Central, Mid-Atlantic, and Western for assigned personnel and other DCAA personnel under their command and control.
- p. Department of Defense Education Activity
ATTN: Comptroller
4040 Fairfax Drive
Arlington, VA 22203-1613
- q. Department of Defense Human Resources Activity
ATTN: Assistant Director
4040 Fairfax Drive, Suite 200
Arlington, VA 22203-1613
- r. Department of Defense Inspector General
Assistant IG for Information Management
400 Army Navy Drive
Arlington, VA 22202-2870

s. National Imagery and Mapping Agency
ATTN: Administrative Office
8613 Lee Highway
Fairfax, VA 22031-2137

t. National Security Agency/Central Security Service
ATTN: M6
Ft. George G. Meade, MD 20755-6000

u. Office of Economic Adjustments
ATTN: Administrative Officer
400 Army Navy Drive, Suite 200
Arlington, VA 22202-2884

v. TRICARE Management Activity
ATTN: TMA Budget Officer
5111 Leesburg Pike, Suite 810
Falls Church, VA 22041-3206

w. Uniformed Services University of the Health Sciences
ATTN: Resource Management
4301 Jones Bridge Road
Bethesda, MD 20814-4799

x. United States Court of Appeals for the Armed Forces
ATTN: Clerk of the Court
450 "E" Street, NW
Washington, DC 20442-0002

2. Army:

a. For DA Staff and Field Operating Agencies not specifically listed: AEA authority is delegated to the order-issuing official. Personnel assigned to the Major Army Commands (MACOMs) listed below submit requests to the authority indicated for each MACOM (*MACOM Commanders may delegate AEA authority to the lowest practicable level, but not beyond the level of order-issuing officials. If MACOM not listed the AEA authority has been delegated to the order-issuing official.*);

b. Commander, Army Materiel Command (AMC), ATTN: AMCPE-P, 5001 Eisenhower Ave., Alexandria, VA 22333-0001; Message Address: CDRUSAMC ALEXANDRIA VA//AMCPE-P//; Telephone: DSN 767-5511, Commercial (703) 617-5511;

★ c. Headquarters, Military Traffic Management Command (MTMC), ATTN: MTRM-F, Hoffman Building II, Room 11S67, 200 Stovall Street, Alexandria, VA 22332-5000; Message Address: CDRMTMC ALEXANDRIA VA//MTRM-F//; Telephone: DSN 328-2350, Commercial (703) 428-2350;

d. Commander, Eighth U.S. Army (USAEIGHTH), ATTN: FKCS, APO AP 96205-0010; Message Address: CDRUSAEIGHTH SEOUL KOR//FKCS//; Telephone: DSN 723-5241;

e. Commander, U.S. Army Information Systems Command (USAISC), ATTN: ASRM-F-MA, Fort Huachuca, AZ 85613-5000; Message Address: CDRUSAISC FT HUACHUCA AZ//ASRM-F-MA//; Telephone: DSN 879-6446, Commercial (520) 538-6446;

- f. Headquarters, U.S. Army South (USARSO), Financial Services Division, ATTN: SORM, P. O. Box 34000, Fort Buchanan, PR 00934;
 - g. Commander, Military District of Washington (MDW), ATTN: ANRM-Z, 103 Third Ave., Fort McNair, Washington, DC 20319-5058; Message Address: CDRMDW WASHINGTON DC//ANRM-Z//; Telephone: DSN 335-2048, Commercial (202) 475-2048;
 - h. Commander, U.S. Army Training and Doctrine Command (TRADOC), ATTN: ATRM-AT, Fort Monroe, VA 23651-5000; Message Address: CDRTRADOC FT MONROE VA//ATRM//, Telephone: DSN 680-4221; Commercial (804) 727-4221; NOTE: Delegated to Installation Commanders with further delegation authorized;
 - i. Commander, U.S. Army Criminal Investigation Command (USACIDC), ATTN: CISP-RM, 6010 6th St., Fort Belvoir, VA 22060-5506; Message Address: CDRUSACIDC WASHINGTON DC//CISP-RM//; Telephone: DSN 656-0194, Commercial (703) 806-0194, e-mail address: CISP-RMP@belvoir.army.mil;
 - j. Commander, U.S. Army Medical Command (MEDCOM), ATTN: MCRM-F, 2050 Worth Rd., Fort Sam Houston, TX 78234-6000; Message Address: CDRUSAHSC FT SAM HOUSTON TX//MCRM-F//; Telephone: DSN 471-8141, Commercial (515) 221-8141 or 221-7298;
 - k. Commander, U.S. Army Pacific (USARPAC), ATTN: APRM-BAA, Fort Shafter, HI 96858-5100; Message Address: CDRUSAPAC FT SHAFTER HI//APRM-BAA//; Telephone: DSN 438-2710 or 438-2918;
 - l. Commander, U.S. Army Special Operations Command (USASOC), ATTN: AOFI-RM, Fort Bragg NC 28307-5200; Message Address: CDRUSASOC FT BRAGG NC//AOFI-RM//; Telephone: DSN 239-2022, Commercial (910) 432-2022;
 - m. Department of the Army, Army National Guard, ATTN: NGB-ARC, 111 S. George Mason Dr., Arlington, VA 22204-1382; Message Address: CNGB WASHINGTON DC//NGB-ARC//; Telephone: DSN 327-7563, Commercial (703) 607-7563; **NOTE: Delegated to USPFOs.**
 - n. Commander/Deputy to the Commander, U.S. Army Central Identification Laboratory, Hawaii, 310 Worchester Avenue, Hickam AFB, HI 96853-5530.
- 3. Navy:
 - a. Military Personnel: Order-issuing officials;
 - b. Civilian Employees: Heads of Activities/ Commands or their designees.
 - 4. Marine Corps:
 - a. Military Personnel: Order-issuing officials;
 - b. Civilian Employees: Heads of Activities/ Commands or their designees.
 - 5. Air Force:
 - a. Wing Commander or equivalent, *who may delegate no lower than the Group Commander*;

(2) When a residence is purchased because of a TDY assignment (and not as a result of a desire to maintain a second residence) and used as lodging, the allowable daily lodging cost is computed by averaging monthly interest, property tax, and utility costs incurred. The costs are prorated on a 30-day month basis rather than by the number of days the traveler occupies the residence.

2. Eating

a. The M&IE entitlement for the day of departure is 75% of the M&IE rate for the traveler's lodging location that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next TDY location or stopover point. The entitlement for the day of return to the PDS is 75% of the M&IE rate for the last TDY location or stopover point.

b. On other days, the entitlement for meals and incidentals is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO specifies one of two other meal rates based on Government mess availability. The two rates are either the Government meal rate (GMR) when all meals on a given day are available or the proportional meal rate (PMR) when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A Government mess is available only if: Government lodging on a U.S. installation is available and the command controlling the mess has made the mess available to travelers. A Government mess is not available on interim travel days. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from PMR plus incidental expenses to locality M&IE rate). The meal rate established cannot be reduced after-the-fact except for a free meal as described in subpar. c below.

c. When at least one, but not all three meals, have been purchased by the Government through some means such as a registration fee, the PMR plus incidental expenses applies for that day. This does not apply on travel days to and from the PDS. Meals served on common carriers are not "purchased by the Government." The traveler must indicate on the Trip Record how many meals were free or purchased by the Government and for which dates. **NOTE:** *If all three meals are provided, only the incidental expenses for that day are payable.*

3. Incidental Expenses (IE). Travelers are paid an allowance for miscellaneous expenses, such as tips and laundry, incurred while traveling. This is the IE part of the M&IE. The daily IE entitlement in CONUS is \$2.00. The OCONUS daily IE entitlement is the rate for the applicable locality per diem, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated incidental expenses.

(NOTE: *The cost for laundry, dry cleaning and/or pressing clothing is a separately reimbursable expense for civilian employees in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY lodging in CONUS. The cost for laundry, dry cleaning, and/or pressing clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an reimbursement expense within the AEA authorized/approved for travel OCONUS.)*

B. Lodging Overnight Required - Schoolhouse Training Standards

1. Schoolhouse training standards are the same as for business travel, except that for training, the training location commander, not the AO, decides if use of Government quarters is directed (par. T4040-A1b) and if one of the two M&IE rates based on Government mess availability is appropriate.

★ 2. In some situations, the Secretary concerned may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Government mess use. When EUM applies, members get incidental expense reimbursement, civilians get incidental expense reimbursement and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full day of EUM and ends at 2400 on the last full day of EUM. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard Vessels. Other reimbursable expenses (par. T4040-E and F) are authorized in the same manner as for business travel. The AO may authorize the actual amount paid up to the PMR (but no incidental expenses) for meals and/or payment for lodging when the traveler is not entitled to per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. Personnel traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. No per diem is payable when no/limited reimbursement is directed in the orders for personnel traveling together. It only includes travel days between duty locations and does not involve entitlements for full days at duty locations. Most members pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. Directing several personnel to travel together with no/limited reimbursement shall never be done simply to save travel funds.

★ 2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. Per diem is not payable during field duty. The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and most members pay some amount for food; civilians also pay for food. Civilians are entitled to reimbursement of the amount paid for food. When the Secretary concerned, or CINC or JTF commander for a joint deployment, determines that Government messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to members. Civilians are entitled to reimbursement of the amount paid for food. All EUM travelers are entitled to the incidental expense. See par. T4020-B2.

3. Joint deployments involve the temporary assignment of members of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The CINC or JTF commander determines the appropriate option and may specify a different option for different locations. For example, field duty might be appropriate for the main body of the deployed force but business travel might be appropriate for an interim staging base. In choosing the option to use, the CINC or JTF commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the CINC should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The CINC or JTF commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary for the conduct of training. It applies to units only, not to individual travelers. Table 1 shows the effect of each option on per diem entitlement. The CINC or JTF commander must communicate this decision on the TDY option (including the appropriate meal rate) to the appropriate Services for inclusion in the orders.

4. TDY Aboard Vessels

★ a. No per diem is payable when TDY aboard a U.S. vessel since quarters and mess are provided. Civilians are reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the vessel.

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial vessel and incurs an expense for other than Government meals. The AO may establish a per diem allowance equal to the daily expenses.